

# Business Development Manager – Capital Markets

**PeopleSoft Job Code / Title:** 1013 / Business Development Manager  
**Department / Subdepartment:** Business Development / Practice/Industry  
**Organizational Relationship:** Reports to Level 5 or above  
**FLSA Status:** Exempt  
**UCM Level:** Level 4  
**Last Updated:** 10.20.25

## Department / Subdepartment Overview

Business development (BD) is focused on the creation of long-term value for Latham. It involves many objectives, such as sales growth, business expansion, the formation of strategic partnerships, and increased profitability.

## Role Overview

The Business Development Manager – Capital Markets is responsible for driving business development initiatives and enhancing client engagement within the firm's Capital Markets practice. This role will work closely with the practice chairs as well as BD colleagues from Banking, Liability Management, and Restructuring to ensure close coordination between these practices. The manager will support the chairs in developing and executing a cohesive BD and client engagement strategy that leverages Latham's profile, client relationships, and expertise in global financial markets and products.

The manager will serve as a team member of the Capital Markets Practice Group Management Team and must effectively collaborate across business service areas to support the firm's client service and revenue objectives. A key focus will be to integrate capital markets expertise into client relationships throughout the Latham platform, while executing strategic initiatives to enhance these relationships and identify new business opportunities. The manager must exhibit executive presence and a proactive, results-driven approach to achieve business development and practice development goals, ensuring the highest level of service and support for our clients, partners, and practice.

## Essential Duties and Key Responsibilities

*"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.*

1. Serves as a subject matter expert within the BD Department for capital markets
2. Develops and executes business development, client engagement, and marketing strategies for Latham's capital markets services, focusing on measurable impact and ROI
3. Builds and maintains a deep understanding of the firm's client base and supports efforts to secure new business while protecting existing relationships and market share
4. Generously collaborates with cross-functional teams on strategic projects and initiatives including, but not limited to, business and marketing plans, industry events, conferences, seminars, client teams, league table and directory submissions, panel requests for proposals (RFPs), and pitches, among others
5. Analyzes, aggregates, and prepares partners to capitalize on intelligence and data across products, markets, sectors, clients, targets, and competitors
6. Articulates Latham's brand, value proposition, and market position across financial products and global economic centers; connects insights across the platform

# LATHAM & WATKINS

7. Partners with colleagues from Brand & Communications and Client Events to enhance the practice's reputation in the market and client engagement activities
8. Promotes effective work practices, works as a team member, and shows respect for co-workers

## **Knowledge, Skills & Abilities**

- Knowledge of core marketing principals including internal communications, public relations, seminar/event planning, branding, market research, competitive intelligence, credentials and directory submission preparation
- Excellent leadership skills (i.e., organizing, planning, problem-solving and decision-making) necessary for effective management
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer-service focus
- Excellent communication skills, both written and oral
- Ability to handle confidential and sensitive information with the appropriate discretion
- Ability to perceive and analyze problems, and a make or recommend sound decisions
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Strong analytical skills, including synthesizing and presenting research data to attorneys and BD Department management
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions
- Knowledge of Foundation
- Advanced knowledge and proficiency in PC applications, specifically PowerPoint, Microsoft Word and Excel

## **Position Specifications**

### *Typical Experience*

- A minimum of five years' progressively responsible business development and marketing experience in legal/professional services required

### *Education*

- Bachelor's degree or equivalent required

## **Working Conditions and Physical Demands**

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- All Latham & Watkins positions are in a typical indoor office environment

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.