

Business Development Manager II – [Practice/Industry]

PeopleSoft Job Code / Title: 6082 / BusinessDevelopmentManager II
Department / Subdepartment: Business Development / Practice/Industry
Organizational Relationship: Reports to Level 6 or above
FLSA Status: Exempt
UCM Level: Level 5
Last Updated: November 18, 2025

Department / Subdepartment Overview

Business development 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 II – [Practice/Industry] works closely with Global Practice Group Chairs (PGCs) and is responsible for driving and supporting the strategic business development objectives of the relevant practice/industry, with the aim of strengthening our internal and external brand, and ultimately winning new business. This role requires qualitative and quantitative analysis to understand the current market landscape, market trends, Latham's position in the market, and potential opportunities as the key drivers of the practice's strategic business development. The manager possesses excellent writing skills, an ability and desire to be creative in a corporate environment, and keen attention to detail. This role collaborates with attorneys, BD colleagues, and personnel in various departments across the firm.

Essential Duties and Key Responsibilities

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

1. Acts as lead BD resource to PGCs regarding business development activities; collaborates with and supports PGCs to understand market position, develop strategic plans and drive business development efforts to maintain and grow practice position
2. Collaborates with firm resources to prepare routine analyses and reporting of practice and industry competition, market trends, internal financial information, and business opportunities; plans and executes client targeting and internal cross-selling programs
3. Partners with the global PR team to ensure coverage of successful matters are publicized internally and externally in accordance with the firm's public relations policy; identifies internal communication opportunities to further promote practice locally and regionally
4. Stays abreast of developments and trends in the relevant areas and remains informed of all major new clients and matters; develops in-depth knowledge of and acts as firm resource regarding lawyer expertise, practice group expertise, client base, firm experience, industry/trade group organizations, legal, industry and business trends, practice-specific business development materials and media
5. Collaborates with the Global New Business team, Industry Group Leads, and Market BD teams to draft and maintain practice and industry-specific content and rankings for proposal management system; ensures that all necessary business development materials exist and are maintained

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(liaising with partners, associates, and business development professional staff as appropriate) Oversees the development of the practice-specific global directory and award submissions and assists with relevant regional submissions; identifies local and regional opportunities for thought leadership, branding opportunities, and other strategic BD initiatives aligned with the overall global strategy

6. Makes recommendations and works with management to develop procedures, processes, and workflow to ensure maximum efficiency
7. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Strong ability to positively and proactively influence others, including multiple stakeholders.
- Knowledge of fundamental business development and sales principles in professional services or similar environments, including client targeting and client account management.
- Well-developed analytical and research skills
- Exceptional and professional interpersonal skills (e.g., active listening), including superior written and verbal communication skills; ability to interact with people at all organizational levels
- Ability to take initiative and work both independently and in a team environment with a customer-service focus
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions
- Advanced leadership and project management skills (i.e., organizing, planning, problem-solving, and decision-making) necessary for effective management
- Expert knowledge of PC applications, including the Microsoft suite (PowerPoint, Word, and Excel)
- Ability to handle confidential and sensitive information with the appropriate discretion

Position Specifications

Typical Experience

- Typical Years of Relevant Experience: a minimum of seven years business development experience
- Typical Years of Cumulative Experience: minimum of seven years

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.