

Business Development Manager – Litigation

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:	11.26.2025

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 – Litigation is responsible for supporting the market's growth strategy and commitment to client service across the relevant practice group and industries. The manager collaborates with attorneys, BD colleagues across the department, as well as other business services departments across the firm. This role works practice group chairs as well as BD colleagues, to ensure close coordination between these practices. The manager collaborates with BD colleagues to support practice groups in achieving client service and revenue objectives, managing client relationships, and identifying new business opportunities.

The manager exhibits 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. Develops a comprehensive understanding of the lawyers and clients in order to drive strategic priorities, including client engagement and relationship building
2. Provides research, analysis, and reporting to support the identification and development of new clients and the enhancement of existing client relationships
3. Plays an active role in the integration of lateral partners and the development of junior partners
4. Collaborates with lawyers, Business Development and Brand & Communications teams on speaking opportunities, seminars and sponsorships, webinars, and other visibility initiatives
5. Identifies unique or compelling thought leadership opportunities (i.e. client alerts/publications, webcasts/seminars, etc.), communicates these opportunities to relevant lawyers, BD team members, and oversees implementation and execution as necessary
6. Develops systematic and strategic approach for disseminating passes to practice groups sponsoring conferences/organizations
7. Aids in the execution of cross-selling strategies, including collaborating with relevant business development teams
8. Assists with the creation and maintenance of written marketing materials and website content, including practice profiles and relevant experience lists

9. Assists with the project management and draft submissions for regional legal directories and related industry guides
10. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Knowledge of core marketing principles including internal communications, public relations, seminar/event planning, branding, market research, competitive intelligence, credentials and RFP response 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 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 InterAction and Content Pilot
- Advanced knowledge and proficiency in PC applications, specifically PowerPoint, Microsoft Word and Excel

Position Specifications

Typical Experience

- Typical years of relevant experience: a minimum of three years' progressively responsible business development and marketing experience in legal/professional services required
- Typical years of cumulative experience: a minimum of five 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.