

Business Development Senior Specialist – Global Capital Markets & Public Company Representation

Department: Business Development

Organizational Relationship: Reports to the Business Development Senior Manager – Global Capital Markets & Public Company Representation

FLSA Status: Exempt

Last Updated: March 27, 2024

General Summary:

The Business Development Senior Specialist – Global Capital Markets & Public Company Representation works in close collaboration with key market leaders and colleagues across the Business Development Department to support the Capital Markets & PCR Practice's overall marketing and business development goals. The Senior Specialist collaborates with BD colleagues, lawyers and various departments across the firm to execute on the following responsibilities:

Essential Duties and Responsibilities:

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

1. Develops and maintains in-depth knowledge of practice, market and industry expertise, client mix, matter experience, trade groups, and media
2. Provides research, analysis, and reporting to support the identification and development of new clients and the enhancement of existing client relationships
3. Leverages their understanding of the firm's client base to analyze opportunities and successes
4. Identifies and reports on market share across products, industries and markets
5. Supports the implementation of business development tactics and initiatives in alignment with the strategic objectives of practices, markets, relevant industry sectors, and/or clients as assigned
6. Aids in the execution of cross-selling strategies, including collaborating with relevant BD teams
7. Coordinates the research of markets, competition, and conflicts for the department and practice groups to drive strategy

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8. Identifies prospective clients and new business opportunities to support client targeting efforts
9. Stays on top of market trends to identify areas of opportunity and targeted growth
10. Collaborates with lawyers, BD, and Brand & Communications teams on speaking opportunities, webinars and other visibility initiatives
11. Develops internal communications to inform relevant practice and industry groups of significant achievements, developments, and market synergies
12. Assists with the creation and maintenance of written marketing materials and website content, including practice profiles and relevant experience lists
13. Project manages and drafts submissions for legal directories and related industry guides
14. Supports the execution of practice group meetings and retreats
15. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree in Finance, Business Administration, Economics, Marketing or a related field required

Work Experience

- A minimum of three years' related subject matter experience and related analytical experience required
- A minimum of two years' relevant experience working within Corporate and Finance practice areas preferred

Knowledge, Skills & Abilities

- High degree of discretion and independent judgment
- Ability to execute multiple work streams and manage priorities effectively
- Exceptional verbal, written communication, and professional interpersonal skills
- Well-developed analytical and research skills
- Strong PowerPoint, Excel, and Microsoft Office skills
- Ability to collaborate with a positive, high-energy attitude
- Ability to continue learning and continuously develop professionally
- Ability to act as a strategic adviser to the partnership and business development department
- Ability to act proactively expert in capital markets, as well as supporting practices including public company representation, mergers & acquisition, and private equity
- Strong analytical skills to comprehend and communicate data
- Professional interpersonal skills needed to interact effectively with people at all organizational levels of the firm
- Ability to apply understanding and judgement to recommend sound solutions

Additional Requirements

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- Occasional travel may be required

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

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.