

Business Development Senior Specialist – Litigation & Trial

PeopleSoft Job Code / Title:	5978 / BusinessDevelopmentSrSpecialist
Department / Subdepartment:	Business Development / Practice/Industry
Organizational Relationship:	Reports to Level 4 or above
FLSA Status:	Exempt
UCM Level:	Level 3
Last Updated:	March 11, 2026

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 Senior Specialist – Litigation & Trial, is responsible for working in close collaboration with industry group chairs, key market leaders, and colleagues across the Business Development (BD) department to support the related industry groups to achieve their strategic marketing and business development goals.

Essential Duties and Key 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 industry, practice, and market expertise, client mix, matter experience, trade groups, and media; employs knowledge to develop and execute strategic business development and marketing plans, acting as a “dot connector” internally
2. Provides research, analysis, and reporting to support the identification and development of new clients and the enhancement of existing client relationships
3. Builds and drives the marketing strategy for the industry group with a focus on measurable impact
4. Achieves fluency in our client base and support efforts to identify, pursuing and attaining new business from new and existing clients
5. Works collaboratively across teams on strategic projects
6. Partners with appropriate Brand & Communications colleagues to ensure coverage and publicity for successful matters, initiatives and products
7. Disseminates trends and relevant sector, market and client trends internally
8. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Knowledge of the industry landscape, including various players within the industry, trends, etc.
- Well-developed and professional interpersonal skills, including excellent written and verbal communication; 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
- Organizational skills to manage time well, prioritize effectively, and handle multiple deadlines

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- Advanced proficiency in 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 three year's experience in a Business Development environment
- Typical years of cumulative experience: a minimum of five years

Education

- High school diploma or equivalent required
- Bachelor's degree or equivalent preferred

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.