

Business Development Specialist – Litigation & Trial

PeopleSoft Job Code / Title:	5722 / BusinessDevelopmentSpecialist
Department / Subdepartment:	Business Development
Organizational Relationship:	Reports to Business Development Manager – Global Litigation & Trial
FLSA Status:	Non-Exempt
UCM Level:	Level 2
Last Updated:	March 10, 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 Specialist – Litigation & Trial will play a key role across the full marketing and business development spectrum. The Specialist will support the Business Development team in collaboration with BD colleagues, attorneys and 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. Develops and maintains in-depth knowledge of the relevant practice, market and industry expertise, client mix, and matter experience.
2. Provides research, analysis, and reporting to support client relationships.
3. Supports the implementation of business development and initiatives in alignment with the strategic objectives of practices.
4. Aids in the execution of cross-selling strategies, including collaborating with relevant BD and business services team members.
5. Collaborates with BD colleagues and Brand & Communications teams on speaking opportunities, webinars and other strategic initiatives.
6. Supports practice meetings and helps develop internal communications to inform relevant practice and industry groups of significant achievements, developments, and market synergies.
7. Assists with the creation and maintenance of written marketing materials and web site content, including practice profiles and relevant experience lists, where appropriate.
8. Provides support for legal directories and related industry guides.
9. Promotes effective work practices, works as a team member, and shows respect for co-workers.

Knowledge, Skills & Abilities

- High degree of discretion and independent judgment
- Ability to execute multiple work streams and manage priorities effectively
- Exceptional oral/written communication and professional interpersonal skills
- Well-developed analytical and research skills
- Knowledge of the business elements of a law firm

- Ability to be highly organized and maintain easily navigable records
- Positive, high-energy attitude and willingness to collaborate generously
- A passion for learning and a desire for excellence and continuous improvement
- Strong PowerPoint, Excel, and Microsoft Office skills
- Strong attention to detail and independent problem-solving skills

Position Specifications

Typical Experience

- A minimum of three years' experience within a professional services environment is required.
- A minimum of three years' experience supporting litigation practice areas preferred.

Education

- Bachelor's degree or equivalent required
- Bachelor's degree or equivalent in marketing or business 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.