

Business Development Specialist – [Markets]

PeopleSoft Job Code / Title: 5722 / BusinessDevelopmentSpecialist
Department / Subdepartment: Business Development / Markets
Organizational Relationship: Reports to Level 3 or above
FLSA Status: Nonexempt
UCM Level: Level 2
Last Updated: August 14, 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 (BD) Specialist plays a key role across the full marketing and business development spectrum to support their assigned market and works closely with the office Business Development team. The specialist acts as a pivotal resource and liaison with the lawyers in their assigned office(s) and is a vital cross-connection between practice and industry groups. The specialist provides strategic advice and day-to-day Business Development support to the lawyers.

Essential Duties and Key Responsibilities

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

1. Builds a strong relationship with the local BD Manager and collaborates to support the partners, counsel, and associates in the assigned office to establish a role as a markets trusted resource
2. Works with local BD Managers to assist in planning, execution, and evaluation of Business Development and Marketing initiatives and business plans
3. Plans and assists with office event initiatives, cross-selling, and client-targeting initiatives as it relates to local markets
4. Works with various teams such as BD Core, New Business Team, Creative, Events & Sponsorships, MarTech, Library & Research, Alumni, Brand & Communications, and FIC in the delivery of information on client intelligence, research, pitch information, events, and lawyer materials
5. Assists in monitoring office initiatives with key account clients in the market
6. Acts as the go-to resource for office BD needs and support
7. Supports regional directory submissions
8. Supports the office BD Managers in the market initiatives and execution
9. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- 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
- Strong analytical and research skills and attention to detail
- 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

- A minimum of three years' experience in marketing, business development, office administration, or other related functions required

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.