

Business Development Specialist – New Business

PeopleSoft Job Code / Title:	5722 / BusinessDevelopmentSpecialist
Department / Subdepartment:	Business Development
Organizational Relationship:	Reports to Business Development Manager – New Business
FLSA Status:	Non-Exempt
UCM Level:	Level 2
Last Updated:	October 31, 2024

General Summary:

The Business Development (BD) Specialist – New Business works closely with Business Development teams and partners to develop and deliver high-quality proposal documents. These documents are utilized by the partners in client interactions to present the firm's understanding of the client's issues along with our proposed solutions, experience and team credentials.

Essential Duties and Responsibilities:

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

1. Conducts information gathering sessions with relevant BD teams and partners to clarify requirements, client needs and approach
2. Drafts, edits, and finalizes external-facing business development materials such as credentials statements, pitch documents and responses to Requests for Proposals (RFP), Requests for Information (RFI), and Invitations to Tender (ITT)
3. Collaborates with BD teams, lawyers, and firm resources in gathering and compiling information for credentials statements, pitch documents, and responses to RFPs
4. Analyzes RFP/RFI/ITT request documents to elicit compliance requirements, instructions, evaluation criteria, and undertake other bid management tasks such as developing bid plans and templates, liaising with internal subject matter experts to produce high quality documents
5. Works with relevant BD teams to maintain and update standard materials such as templates, content, biographies, and experience within the firm's proposal management system and databases; ensures that best practices in the preparation of proposal documents are maintained and shared across the department
6. Coordinates with internal business development resources to ensure that business development activities are collaborative and consistent
7. Develops and maintains strong working relationships with firm leadership (partners, department chairs, etc.) and subject matter experts (practice development teams) to obtain necessary feedback, input and sign-off on materials
8. Organizes and leads special projects on various issues as needed to completion
9. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

LATHAM & WATKINS

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

Work Experience

- A minimum of three years of relevant work experience required
- A minimum of three years of experience in developing and managing credentials, proposals, tenders or other written sales tools preferred
- A minimum of two years' experience at a law firm, professional services or related industry preferred

Knowledge, Skills & Abilities

- Knowledge of bid team/bid environment and ability to utilize bid management tools
- Ability to self-motivate and adhere to deadlines
- Ability to work in a high-pressure environment
- High attention to detail and ability to multi-task and organize in order to deliver a high quality work product
- Strong understanding of effective proposal and business development strategies within professional services industry
- Strong executive presence
- Knowledge of brand and style guidelines
- Superior writing/language skills with deep understanding of how to effectively promote and persuade in a business-to-business market
- Ability to convey complex technical information in reader-friendly language
- Ability to take initiative and work both independently and in a team environment with a customer-service focus
- Strong verbal and written communication skills; ability to convey department procedures and objectives in a professional and tactful manner
- Ability to handle confidential and sensitive information with the appropriate discretion
- Ability to build institutional knowledge
- Ability to work in a subject area that may be unfamiliar or complex
- Ability to effectively work with teams remotely
- Knowledge and understanding of typical work processes performed in an office environment
- Strong project management capabilities in coordinating with multiple resources across offices, practices and teams
- High level proficiency in PC applications, including MS Office, specifically PowerPoint and Word

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.