

Business Development Specialist

Department: Business Development

Organizational Relationship: Reports to the Business Development Senior Manager

FLSA Status: Non-Exempt

Last Updated: December 6, 2024

General Summary:

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 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

Position Specifications

Education

- Bachelor's degree or equivalent required

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Work Experience

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

Knowledge, Skills & Abilities

- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Excellent communication skills, both written and oral
- Ability to work in a team environment with a customer-service focus
- Organizational skills to manage time well, prioritize effectively, and handle multiple deadlines
- Attention to detail and good proofreading skills
- Ability to complete all tasks and learn and retain new skills
- Ability to adapt to shifting deadlines and to thrive in a dynamic environment
- Advanced proficiency in PC applications, including the Microsoft suite: PowerPoint, Word, and Excel
- Ability to handle confidential and sensitive information with the appropriate discretion

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.