

# Business Development Senior Specialist - Global Litigation & Trial

**Department:** Business Development

**Organizational Relationship:** Reports to the Business Development Senior Manager - Global Litigation & Trial

**FLSA Status:** Exempt

**Last Updated:** October 2, 2024

## **General Summary:**

The Business Development Senior Specialist – Global Litigation & Trial works closely with the Litigation & Trial Business Development team to execute the strategies of the various Litigation & Trial practice groups. They collaborate with attorneys, Business Development (BD) colleagues, and personnel in various departments across the firm.

## **Essential Duties and 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 firm's market position, competitive landscape, client base and bench of expertise in litigation
2. Stays abreast of developments and trends in the area of litigation and remains informed of all major new clients and matters
3. Provides research, analysis, and reporting to support the identification and development of new clients and the enhancement of existing client relationships
4. Supports the practice groups in routine analysis and reporting of practice and industry competition, market trends, internal financial information, business opportunities and pitch activity in efforts to develop and implement internal and external strategies both globally and by region
5. Collaborates with lawyers, BD and public relations teams on speaking opportunities, webinars and other visibility initiatives
6. Disseminates relevant sector, market and client trends internally
7. Supports the implementation of business development tactics and initiatives in alignment with the strategic objectives of practices, markets, relevant industry sectors, and/or clients as assigned
8. Aids in the execution of cross-selling strategies, including collaborating with relevant BD teams
9. Coordinates the research of markets, competition, and conflicts for the practice group to drive strategy
10. Develops internal communications to inform relevant practice group of significant achievements, developments, and market synergies
11. Assists with the creation and maintenance of written marketing materials and web site content, including practice profiles and relevant experience list
12. Project manages and draft submissions for legal directories and related industry guides

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13. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Position Specifications

### *Education*

- Bachelor's degree or equivalent required

### *Work Experience*

- A minimum of four years' related subject matter experience and related analytical experience required, including a minimum of two years of relevant experience working within litigation practice areas with a law firm

### *Knowledge, Skills & Abilities*

- Knowledge of the litigation landscape
- Ability to execute multiple work streams and manage priorities effectively
- Ability to work in a team environment with a customer-service focus
- Ability to work independently to research and analyze information to identify trends and opportunities
- Exceptional oral/written communication and professional interpersonal skills
- Well-developed analytical and research skills
- Strong PowerPoint, Excel, and Microsoft Office skills
- Knowledge of InterAction and Foundation

### *Additional Requirements*

- Occasional travel may be required

### *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.