

Business Development Specialist – Global Corporate Department

Department: Business Development

Organizational Relationship: Reports to the Business Development Manager - Global Public Company Representation

FLSA Status: Non-Exempt

Last Updated: November 21, 2024

General Summary:

The Business Development Specialist – Global Corporate Department will play a key role across the full business development spectrum. The Specialist will collaborate with Corporate Department leaders and BD colleagues, attorneys and various practices across the firm to execute on the following responsibilities:

Essential Duties and Responsibilities:

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

1. Develop and maintain in-depth knowledge of Corporate practice, market and industry expertise, client mix, matter experience, trade groups, and media.
2. Provide research, analysis, and reporting to support the identification and development of new clients and the enhancement of existing client relationships.
3. Support 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.
4. Aid in the execution of cross-selling strategies, including collaborating with relevant BD teams.
5. Coordinate the research of markets, competition, and conflicts for the department and practice groups to drive strategy.
6. Develop internal communications to inform relevant practice and industry groups of significant achievements, developments, and market synergies.
7. Assist with the creation and maintenance of written marketing materials and web site content, including practice profiles and relevant experience lists, where appropriate.
8. Provide support for legal directories and related industry guides.
9. Collaborating with lawyers, BD, and Brand & Communications teams on speaking opportunities, webinars, sponsorships, events and other visibility initiatives

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10. 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 two years' of experience within a law firm or professional services environment is required

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.
- Strong PowerPoint, Excel, and Microsoft Office skills.
- Positive, high-energy attitude and willingness to collaborate generously.
- A passion for learning and a desire for excellence and continuous improvement.

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.