

Business Development Director

The Business Development Director is a key and senior role responsible for contributing to the execution of the firm's business development strategy. The BD Director will proactively develop ideas for new business generation and relationship building that target high-stakes matters, as well as manage processes and resources that support a robust BD pipeline.

Responsibilities:

- Work with leadership, the BD committee, and the Chief Marketing Officer to monitor the firm's three-year BD strategy; recalibrate as needed.
- Liaise with the BD committee on key BD questions and strategic initiatives; schedule and lead meetings as needed.
- Regularly meet with partners to discuss and support their BD efforts, and to provide coaching on BD best practices and in connection with opportunities.
- Track and report business development activities and opportunities, including for key BD targets, individual partners, and firmwide initiatives.
- Liaise with the in-house analyst team for research and analyses on market trends, clients, prospects, and competitors to generate ideas and create opportunities for growth.
- Evaluate and coordinate industry and community sponsorships, including those for events, speaking engagements, and board seats.
- Oversee and draft pitches, proposals, and RFPs to prospects and clients; work with the communications team to ensure alignment with marketing materials.
- Work with the team's coordinator and assistant to develop and enhance the firm's CRM platform so that our marketing technology supports our BD efforts; ensure that lists within the database reflect our relationships at clients, prospects, law firms, and community organizations, among others.
- Plan and manage client and alumni events, as well as meetings with other law firms, working with lawyers, the team's coordinator and assistant, and the firm's facilities team.
- Assist the CMO in managing other firm initiatives as requested.

Requirements:

- Bachelor's degree at an accredited university.
- 10 or more years of experience in a law firm, preferably in a litigation firm, with a deep understanding of premier complex litigation practices.
- Knowledge and experience of law firm operations as well as a deep understanding of litigation case cycles and demands.
- Managerial experience, including delegating and supervising business development and marketing-related tasks and assignments to support staff and consultants as appropriate, coordinating details and providing clear instructions to ensure tasks are completed in a timely fashion and to high standards.
- Excellent oral, writing, interpersonal, and communication skills.

- Meticulous attention to detail, strong organizational and project management skills, and the ability to handle multiple tasks with competing deadlines.
- Friendly and enthusiastic disposition and ability to work collaboratively with people at various levels within the firm.
- Advanced proficiency with Microsoft Office Suite.
- Advanced proficiency with legal research and legal news platforms, including LexisNexis, Westlaw, *Bloomberg*, *Law360*, *The American Lawyer*, etc.

This is an exempt position and the annual salary range for this role is \$225,000 to \$350,000, commensurate with experience. This salary range reflects estimated base salary. Total cash compensation will be higher when factoring in year-end bonus and benefits.

If you are interested in applying for this position, please complete an application [here](#).

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