

Business Development Specialist-Litigation & Investigations

Marketing Department

Summary:

We are seeking a results-oriented Business Development Specialist to support the Firm's Litigation groups in marketing and developing new business. Reporting to the team's Assistant Director and managers for these groups, the BD Specialist will develop knowledge and understanding of these practices and lawyers, as well as the resources across the Marketing Department, to collaborate on projects that secure new clients, strengthen existing relationships, and increase visibility of the practices. Business development is integral to the success of the Firm and for the Litigation groups, and this role is critical to that work. The appropriate candidate will be someone who works well within a team, but can also operate independently, exercise sound discretion and judgment to capitalize on opportunities, and is enthusiastic about challenging, dynamic projects and high value responsibilities that will result in measurable ROI for the Firm.

Email Resume [Here to Apply](#)

Qualifications:

- Bachelor's degree in marketing/communications, business or related field.
- Minimum of two years' experience in a professional services marketing. Demonstrated background of accomplishment in marketing and business development. Previous law firm experience is highly desirable.

Duties and Responsibilities:

- Business Development
 - Create reports to help leverage client relationship building activities, pitch and proposal efforts, client meetings, business trips, and content engagement for internal and external purposes.
 - Contribute to the drafting of new business proposals, client presentations, and responses to RFPs.
 - Understand and track client development activities, efforts, and results in firm-wide CRM system.
 - Understand, maintain and leverage relevant experience for proposals, directory and award submissions, and relevant website updates.
 - Collaborate with events team to produce client events, including organizing logistics, preparing event communications, monitoring RSVPs, providing on-the-ground event coverage, and preparing post-event reports.
 - Assist with securing and distributing CLE accreditation.
 - Lead budget input and reporting for assigned groups.
- Marketing
 - Collaborate with content team to draft and develop group marketing materials, including website content, newsletters, brochures, and other external communication pieces. Analyze and report on content engagement data to identify leads from content and marketing campaigns.

Qualifications (Continued):

- Strong written and oral communications skills.
- Excellent interpersonal skills.
- Strong work ethic, service orientation, and attention to detail.
- Effective time management and organizational skills.
- Ability to prioritize, multitask, and manage multiple projects; work independently and as a member of teams; manage short term and long-term deadlines; and work well under tight deadlines and other pressures while maintaining a professional demeanor.
- Demonstrated leadership and proactivity.
- Creativity and value-added orientation.
- Strong computer skills including advanced knowledge of Microsoft applications (i.e., Word, PowerPoint, Excel, Outlook). Salesforce, Pardot, Account Engagement, and LinkedIn skills, a plus.

Duties and Responsibilities (Continued):

- Coordinate and draft submissions for relevant practice group awards, including Chambers.
- Lead client alert process including liaising with relevant lawyers on editing content, executing distribution, and analyzing and reporting on content engagement data.
- Drive external content updates by evaluating, revising, and maintaining relevant practice and industry marketing materials.
- Develop and maintain segmented client and prospect mailing lists.
- Other responsibilities as assigned and required.
- Timely and regular attendance.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Exempt

Reports To: Assistant Director of Business Development-Litigation

Workplace Type: Hybrid (DC or SF)

Salary range of \$98,000-\$146,000 based on geography and experience level.

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Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance.