

# California Business Development Coordinator

Marketing & Business Development Department

**Summary:** We are looking for a Business Development (“BD”) Coordinator to join our San Francisco, Palo Alto, or Los Angeles office. Under the direction of the Head of Business Development – West Coast & Technology Industry Group, the coordinator will support a variety of marketing and business development initiatives to secure new clients, strengthen existing relationships, and increase the visibility of the firm. This role offers a hybrid work schedule.

**Email Resume [Here](#) to Apply**

## **Qualifications:**

- § Bachelor’s degree required, preferably in business, marketing, or communications.
- § Very strong attention to detail, accuracy and organization - must be able to work in a thorough, diligent, and proactive manner.
- § Strong time and project management skills; ability to prioritize and work within tight deadlines.
- § Strong written and oral communication skills.
- § Excellent interpersonal skills, and the ability to work effectively with all levels of personnel within the organization.
- § Highly motivated, with demonstrated creativity, initiative, and ability to work collaboratively.
- § Experience with technology and software for marketing, including the MS Office Suite (i.e., Word, PowerPoint, Excel, Outlook).

## **Duties and Responsibilities:**

- § Work closely with the Head of BD – West Coast & Technology Group (and other firmwide BD Managers, as needed) to support the development and execution of the strategic plans for the California Initiative, as well as the Technology Industry Group.
- § Support the planning, execution and follow-up of firm events, including seminars, webinars, CLE programs, and social events. Tasks include organizing program logistics, preparing invitations, handout materials, and other event communications, monitoring RSVPs and attendee lists, and preparing post event reports. Provide onsite support for firm events as needed.
- § Provide BD support to select practices and industry groups – in particular, the Technology Industry Group, and the Technology Transactions Practice Group.
- § Assist with pitches and RFP requests, including assembling shell draft documents, attorney biographies, and proofreading.
- § Record client development activities, efforts, and results in department-wide tracking database. Support the team in various business development tracking and reporting requests.
- § Provide support for CLE programs, including assistance with presentation materials, and coordinating arrangements for CLE credits and certificates with the firm’s Compliance Team.
- § Coordinate the production and distribution of internal and external practice and industry group communications and content, including but not limited to client alerts, event invitation lists and invitations, and marketing collateral such as brochures.

### **Duties and Responsibilities (continued):**

- § Perform basic market research and collaborate with the firm's Marketing Research Team for more complex requests as needed, to compile information for use with client targeting, client events and meetings, and other projects.
- § Coordinate sponsorships and related ads and deliverables.
- § Coordinate regular internal practice and industry group meetings, agendas, and follow-up action items.
- § Coordinate invoice and expense reimbursement for business development-related expenses.
- § Assist with additional firm-wide Marketing and Business Development Department projects and responsibilities as needed.
- § Timely and regular attendance. Willingness to work overtime when needed.
- § 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:** Non-Exempt

**Reports To:** Head of West Coast Business Development

**Workplace Type:** Hybrid (SF or LA)

**Salary Range (CA):** \$61,000 - \$93,000 (Dependent on experience)

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