

Litigation Business Development Coordinator

Marketing Department

Summary:

The Litigation Business Development (“BD”) Coordinator supports a wide range of marketing and business development initiatives designed to secure new clients, strengthen existing client relationships, and increase the firm’s visibility. Under the direction of the Assistant Director of Business Development - Litigation, and in collaboration with Litigation BD managers and specialists, the coordinator will provide coordination, execution, and analytical support across litigation practices, industries, and client initiatives.

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 and collaborate effectively with all levels of personnel within the organization.
- Highly motivated, with demonstrated creativity, initiative, and ability to work collaboratively.

Duties and Responsibilities:

- Work closely with the Assistant Director of Business Development – Litigation (and other Litigation BD Managers and Specialists, as needed) to support the execution of business development and marketing initiatives of litigation practice groups, industry teams, and client teams, as assigned.
- Assist with the planning, execution, and follow up of firm events and sponsorships, including seminars, webinars, CLE programs, conferences, and other client facing programs. Responsibilities include coordinating logistics, preparing invitations and materials, managing RSVP and attendee lists, providing on site or virtual support as needed, and preparing post event reports. Coordinate CLE related requirements with the firm’s Compliance Team.
- Assist with pitches and RFP requests, including assembling draft materials, coordinating attorney input, pulling/updating biographies, maintaining experience content, proofreading, and assisting with final production and submission.
- Maintain and update business development data, including CRM systems, mailing lists, pitch and proposal tracking, and activity records; support reporting and analysis of business development efforts, including events, pitches, and other client initiatives.
- Assist with the production and distribution of internal and external business development communications and materials, including but not limited to client alerts, event invitation lists and invitations, and marketing collateral such as brochures, in collaboration with BD and marketing colleagues.

Qualifications (Continued):

- Experience with technology and software for marketing, including the MS Office Suite (i.e., Word, PowerPoint, Excel, Outlook); experience with CRM systems or marketing technology tools is a plus.

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, pitches, events, and other business development initiatives.
- Assist with legal directory, award, and ranking submissions, including coordination of attorney input, matter descriptions, and deadline management.
- Coordinate invoice and expense reimbursement for litigation 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: Assistant Director of Business
Development-Litigation

Workplace Type: Hybrid

Salary range of \$73,000-\$92,000 based on geography and experience level.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

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