

Senior Proposal Manager - Corporate Marketing Department

Summary:

Seeking an enthusiastic and experienced professional to work with transactional lawyers and corporate business development colleagues to draft winning pitches and proposals.

The senior manager will lead the development of pitch decks and proposals in PowerPoint, Word, working directly with corporate partners at the firm to understand the request and Covington's unique value proposition. This individual will have a keen understanding of the practice's strengths and how M&A, Securities and Capital Markets and other transactional practices work with other areas at the firm. They will also be able to pull relevant and accurate experience lists to include in materials, formatted as tombstones or bulleted lists. A key quality is the ability to understand the request and turn around clear, compelling, and compliant documents, sometimes including complex legal and business information. This individual will work closely with strategic pricing to come up with competitive and accretive pricing proposals. The senior manager will work closely with senior lawyers and business development colleagues to articulate our value proposition and build persuasive content tailored to each client opportunity.

The ideal candidate will have a strong understanding of transactions and speak the language of deal lawyers and advisors. He or she must possess excellent writing skills, top-notch project management experience, outstanding interpersonal skills, and meticulous attention to detail.

[Apply](#)

Duties and Responsibilities:

- **Proposal Development:** Work with senior lawyers to understand the opportunity and draw out essential messaging and approach. Draft tailored pitches/proposals/RFP responses that effectively communicate our value proposition and highlight relevant expertise in M&A and related practices.
- **Content development and management:** Write, edit, proofread and maintain a library of reusable materials to ensure efficient response process with most up-to-date experience and awards. Ensure well-written, up-to-date representative client lists and matters/deal descriptions. Maintain descriptions in firm's experience database.
- **Market Research:** Use marketing research to leverage insights into tailored proposals.
- **Project Management:** Own the proposal development process from initial request to final delivery, ensuring quality and timeliness.
- **Collaboration:** Work closely with partners and other stakeholders to ensure incorporation of varied feedback into presentations.
- **Reporting:** Maintain all pitch/proposal/RFP-related activities and materials within the firm's centralized CRM system and other experience and content management systems. Provide regular updates on business development activities and track success metrics related to pitch and proposal outcomes.
- 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.

Qualifications:

- Bachelor's degree in English, Journalism, Business, Marketing, or a related field; an advanced degree is a plus.
- Experience in business development within the legal industry or experience putting together decks for an investment bank or consulting firm.
- Understanding of corporate law, mergers and acquisitions, and other transactional services.
- Interest in the M&A market and curiosity and competitiveness to win more business and keep current clients.
- Exceptional written and verbal communication skills and strong client service orientation.
- Ability to work collaboratively and effectively across multiple teams and levels of management.
- Ability to manage multiple projects simultaneously while maintaining high quality and attention to detail. Pride in work product is important.
- Proficiency in Microsoft Office Suite and familiarity with CRM systems.

Status: Exempt**Reports To:** Director of Corporate Business Development**Workplace Type:** Hybrid

Salary range of \$219,000-\$274,000 dependent on candidate experience.

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>

View Covington job applicant privacy notice here:

<https://www.cov.com/en/job-applicant-privacy-notice>

Covington & Burling LLP is an equal opportunity employer and does not discriminate in any aspect of employment, including hiring, salary, promotion, discipline, termination, and benefits, on the basis of race, color, ethnicity, religion, national origin, gender, gender identity or expression, age, marital status, sexual orientation, family responsibility, disability (including physical handicap), or any other improper criterion.

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.