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Job Description

Job Title	Manager, Business Development - Corporate
Location	New York
Department	Business Development
Reports to	Senior Manager, Business Development - Corporate
Exempt/Non-Exempt	Exempt
Work Schedule	Monday through Friday, 9:30 a.m. to 5:30 p.m. (additional hours as required).
Position Summary	<p>The Business Development team supports the firm across a broad spectrum of new business and client relationship-building activities, including the creation of new business proposals and firm marketing materials, upkeep of the databases that track firm matters and client information, competitive intelligence and coordination of client events.</p> <p>The Manager, Business Development - Corporate is an integral part of the team and assists the Senior Manager, Business Development - Corporate on a variety of marketing and business development activities supporting the corporate practices.</p>
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">— Manage content development for targeted presentations, proposals, and pitch materials, including working with partners to produce bespoke pitch materials and related collateral— Manage update of pitch templates and related substantive materials for the corporate practices— Draft business plans and assist with related presentations for the corporate practices— Manage client coverage responsibilities/activities and track progress via regular reporting— Collaborate with attorneys and internal PR team to proactively identify and secure article placement, speaking opportunities, conference sponsorships, webinars and other visibility initiatives— Manage league table process/relationships to ensure effective and timely submission

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- Identify and monitor existing and prospective clients, competitor activity and market trends / opportunities
- Assist attorneys with creation and execution of client-development plans
- Initiate and coordinate client events and training programs (CLEs)
- Manage practice and attorney LinkedIn strategy
- Manage the drafting and submission of content for numerous legal directories, awards and related industry guides (e.g., Chambers, Legal 500, IFLR)
- Manage print and digital marketing materials to ensure content reflects substantive strengths, accomplishments and current activities
- Maintain practice mailing lists for targeted client and prospect mailings

Qualifications/Position Requirements

- Knowledge of, and experience with, corporate finance (bank lending, capital markets, restructuring, mergers and acquisitions)
- Experience with legal-research / legal-news databases and resources (S&P Capital IQ, Thomson One, Loan Connector, Dealogic, Refinitiv)
- Experience with InterAction or other CRM programs
- Excellent organizational and project-management skills
- Strong written, verbal, and interpersonal communication skills
- Ability to work confidently and collaboratively with individuals at all levels of the organization
- Highly motivated and conscientious, with a strong interest in learning and participating in ways beyond the immediate job description
- A sharp eye for detail
- Ability to manage multiple projects simultaneously
- Proficiency in Microsoft Office (PowerPoint, Excel, Word)

Education and/or Experience

- Bachelor's degree required, preferably in marketing or finance (JD or other advanced degree a plus)
 - Five+ years' experience in business development and marketing (financial services or law firm background preferred) or equivalent professional experience as an associate at a law firm
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Compensation

Commensurate with experience

To Apply

Submit resume and cover letter to: hr.ny@davispolk.com

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.