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Job Description

Job Title	Analyst, Business Development
Location	New York
Department	Business Development
Reports to	Senior Manager, Business Development – Corporate
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Monday through Friday, 9:30 am – 5:30 pm (overtime 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 Analyst, Business Development is an integral part of the team and assists the Senior Manager, Business Development - Corporate on a variety of marketing and business development activities.</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– 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– Maintain matter databases for precedent, marketing, and business development purposes– Monitor existing and prospective clients, competitor activity and market trends / opportunities

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- Assist attorneys with creation and execution of client development plans
- Initiate and coordinate client events and training programs (CLE)
- 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
- Assist with conference participation

Qualifications/Position Requirements

- Knowledge of, and experience with, corporate work (financial institutions, capital markets, restructuring, bank lending, mergers and acquisitions)
- Experience with legal-research / legal-news databases and resources (S&P Capital IQ, Thomson One, Refinitiv)
- Experience with InterAction or another 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, Finance or Marketing preferred
- Minimum two years of law firm or other professional services firm experience preferred

Compensation

Commensurate with experience

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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.