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Job Description

Job Title	Coordinator, 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 Coordinator, 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">– Maintain matter databases and recording updates for precedent, marketing, and business development purposes– Prepare deal lists for various practice areas, as well as geographical and industry sectors– Update print and digital marketing materials to ensure content reflects the substantive strengths, accomplishments and current activities of the firm and specific practices– Assist with the preparation of monthly reports (e.g., new matters, press, case results and business development activity)– Coordinate the scheduling and submission of numerous legal directories, awards and related industry guides (e.g., Chambers, Legal 500, IFLR)

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	<ul style="list-style-type: none">— Research existing and prospective clients, competitor activity and market trends / opportunities— Assist with content development for presentations, proposals, and pitch materials— Assist with conference participation
Qualifications/Position Requirements	<ul style="list-style-type: none">— 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— Ability to maintain professional composure in high-pressure situations and a fast-paced, multi-authority environment— Highly motivated, responsive and conscientious, with a commitment to delivering excellent client service— A sharp eye for detail— Proficiency in Microsoft Office (PowerPoint, Excel, Word)
Education and/or Experience	<ul style="list-style-type: none">— 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
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.