

Business Development Executive/Senior Business Development Executive

Business Development, London

The opportunity for you

Position summary

The Business Development Executive is a key member of the Business Development team at Winston Taylor, supporting the growth, development, and delivery of strategic business development for the Labor & Employment, Tax, and Executive Compensation & Employee Benefits practice areas on a Global basis as part of Winston Taylor.

This role will involve working cohesively with the L&E, ECEM, and Tax partners, the Business Development Manager in the Corporate team, and the wider, Global BD team to support the in all aspects of Business Development.

The role requires strong commercial acumen, the ability to get to know the business quickly and develop a broad range of relationships, and a proactive, engaging and energetic style. We are looking for someone who will bring a strategic mindset and strong planning and advisory skills, along with a willingness to dive into the detail and take a hands-on approach to implementing the delivery of the groups' business plans.

The role is important in helping us build on client development and profile-raising work that has already been achieved and continue to create a more structured approach to BD activities. It is also central to helping the firm develop a more commercial outlook to its clients and its work

You will be a part of a Business Development team that is already well-established and respected within the firm by partners and other fee-earners for its high standard of service and the ideas and commitment it brings to business development.

Job title

Business Development
Executive/Senior Business
Development Executive – Labor &
Employment, Tax, and Executive
Compensation & Employee Benefits

Recruiting manager

Issy Neilson-Clark

Department

Business Development

Working hours

Monday to Friday
(9:30 am–5:30 pm)

Working at least three days a week
from our offices.

Location

London

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Position responsibilities

- Supporting the implementation of the Labor & Employment, Tax, and Executive Compensation & Employee Benefits Business Development plans.
- Working with the Business Group manager and senior executive to translate practice and sector goals into specific BD objectives and tasks.
- Work with partners, the wider BD team, and the Bids team as required to pitch for new business opportunities, draft or co-ordinate the writing of pitch documents and credential statements.
- Collaborate with the Events and BD Operations teams on client events for your practices and affiliated sectors and take responsibility for running practice or sector-specific seminars and networking events.
- Develop and maintain the information necessary to market the groups for which you and the team are responsible, supported by the BD Operations team.
- Support internal communications to ensure that there is a good understanding of BD activities throughout the firm.
- Manage and support specific thought leadership campaigns, BD products, client communications and marketing initiatives, working with the wider BD, Marketing & Comms team.
- Enable pro-active cross-selling into, and out of, the Labor & Employment, Tax, and Executive Compensation & Employee Benefits practices.
- Lead on the creation of directory/award submissions to increase market profile and perception of your practices.
- Building trust with a broad range of stakeholders at all levels and promoting understanding and the reputation of the BD, Marketing and Communications team.
- Build strong working relationships with colleagues in international locations to strengthen collaboration and information exchange between all parts of the firm.
- Represent your practices effectively and positively within BD and across the function eg by presenting at BD meetings.

The opportunity for you

Experience, skills, and qualifications

Essential

- A can-do attitude with a bias for action.
- Proactive, tenacious and creative approach.
- Strong commercial awareness and focus.
- Exemplary communication skills, both written and verbal.
- Excellent attention to detail and ability to research and succinctly present information compiled from various sources.
- Ability to analyse data and reach reasoned conclusions.
- Thrives when working closely in a team, thinking about the wider remit than just the prescribed role.
- Able to juggle tasks and be flexible to meet the demands of the business, understanding the need to prioritise workload and take ownership of tasks.
- Strong team ethic demonstrating awareness of work levels in the wider team, and a willingness to provide assistance to others where required.
- Able to adapt to new processes and technology.

Abilities and aptitudes

- Professional, client-focused and solutions orientated.
- Enthusiastic about Business Development, with a desire to build relationships with internal clients.
- Reliable, hardworking and committed to learning.
- Articulate and confident communicator.
- Uses initiative and adapts style to suit the circumstances.
- Understands the firm's wider objectives and values, and incorporates these into their thinking and behaviours.

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