

Senior Business Development Executive

Business Development, London

The opportunity for you

Position summary

The Senior Business Development Executive is a key member of the Business Development (BD) team at Winston Taylor, supporting the growth, development, and delivery of strategic business development for the Disputes & Investigations (D&I) practice on a transatlantic basis as part of Winston Taylor.

The D&I team has grown considerably and is one of Winston Taylor's prominent practices. This role offers the chance to be at the forefront of high-profile and market leading work where creativity and ideas are welcomed.

You will work closely with the D&I partners, the D&I Business Development Manager, and the wider, transatlantic BD team to support the practice in all aspects of Business Development. You will build on the client development and profile-raising work that has already been achieved and continue to create a more structured approach to BD activities. You will tenaciously spot new opportunities and proactively advise partners on tactics to implement a broad range of projects.

With strong commercial acumen and an engaging and energetic style you will use your strategic mindset and strong planning and advisory skills to dive into the detail and take a hands-on approach to the delivery of the groups' business plans. You must have the ability to manage multiple deadlines and responsibilities, and strong communication and interpersonal skills in order to develop and maintain relationships across the business.

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

Job title

Senior Business Development Executive – Disputes & Investigations

Recruiting manager

Lucy Lilley

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

- Support the implementation of the D&I BD & Marketing plans. Working with the D&I BD Manager to translate the overall practice and subgroup goals into specific BD objectives and tasks.
- Work with partners, the D&I BD Manager and Pitch 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 take responsibility for running practice or sector-specific seminars and networking events.
- Develop and maintain the client facing information necessary to market the groups for which you and the team are responsible, supported by the BD Operations team in Liverpool.
- Support Internal Communications team 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.
- Maintain D&I CRM sales tool to ensure information for the practice and subgroups is kept up-to-date.
- Monitor market and industry tools and trade publications for news on our clients that will help with winning work and client conversations.
- Enable pro-active cross-selling into and out of D&I teams from across the firm including supporting the Transatlantic Client Development programme.
- Lead on the creation of directory/award submissions to increase market profile and perception of teams
- Manage the practice BD budget along with BD Manager to ensure all spend and activity supports the strategy.
- Build trust with a broad range of stakeholders at all levels and promote understanding and the reputation of the BD, Marketing and Comms team.
- Build strong working relationships with colleagues in international locations to strengthen collaboration and information exchange between all parts of the firm.
- Represent D&I BD effectively and positively within the BDMC exec peer group and across the function eg by presenting at BDMC meetings.

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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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