

Davis Polk & Wardwell LLP is a global law firm with approximately 900 lawyers in offices in New York, Northern California, Washington DC, London, Paris, Madrid, São Paulo, Hong Kong, Beijing and Tokyo. Since its founding almost 170 years ago, Davis Polk has established itself as the firm of choice for major corporations and financial institutions worldwide on their most complex and often precedent-setting transactions and significant litigation matters of all kinds. Our lawyers are recognized globally among the very top practitioners in their respective fields, and our non-legal professional staff shares the same commitment to excellence and service that has long been the hallmark of our firm.

Job Description

Job Title	Business Development Analyst Restructuring & Credit (Bank Lending)
Department	Business Development
Reports to	Business Development Manager Corporate
FLSA	Non-Exempt
Work Schedule	Monday-Friday, 9:30 a.m. to 5:30 p.m. regular overtime expected

Essential Duties and Responsibilities

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.

The Business Development Analyst | Restructuring & Credit is an integral part of the team and assists the Corporate Business Development Manager on a variety of marketing and business development activities.

Specific responsibilities may include, but are not limited to:

- Collaborate with attorneys and internal PR team to proactively identify and secure article placement, speaking opportunities, conference sponsorships, webinars, and other visibility initiatives
- Manage content development for targeted presentations, proposals, and pitch materials
- Manage client coverage responsibilities/activities and track progress via regular reporting
- 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

Qualifications/Position Requirements

- Knowledge of, and experience with, corporate finance (restructuring, bank lending, capital markets, mergers and acquisitions)
- Experience with legal-research / legal-news databases and resources (S&P Capital IQ, Thomson One, Thomson Reuters)
- 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)
- Bachelor's degree in marketing or finance preferred

Compensation

Davis Polk is offering a highly competitive salary and benefits package

To apply

Send resume and cover letter to HR Manager Jacqueline Nunez Kleinhandler (jackie.nunez@davispolk.com)
