

Davis Polk & Wardwell LLP (including its associated entities) is an elite global law firm with world-class practices across the board. Clients know they can rely on Davis Polk for their most challenging legal and business matters. Our approximately 1,000 lawyers located in 10 offices in the world's key financial centers and political capitals collaborate seamlessly to deliver exceptional service, sophisticated advice and creative, practical solutions. Visit davispolk.com

Job Description

Job Title	Business Development Manager - Litigation
Department	Business Development
Reports to	Business Development Manager - Litigation
Position Summary	Davis Polk is looking for an attorney to help manage the overall business development needs of the Litigation Department, including the Civil Litigation, White Collar and Government Investigations, Antitrust and Competition, and IP Litigation groups.
Essential Duties and Responsibilities	<p>Responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Together with the Business Development Manager for Litigation, partner with Litigation Department attorneys to create and execute business development plans• Develop content for and oversee production of presentations, proposals, and pitch materials for prospective and existing clients• Oversee directory and award submissions (e.g., <i>Chambers</i>), partnering with Litigation Department attorneys to ensure that content is accurate, up-to-date and appropriately targeted for the intended audience• Prepare periodic reports on business development activity for presentation to the Litigation Department and/or the Senior Leadership Team• Monitor existing and prospective clients, competitor activity, and proactively identify companies of potential interest• Monitor and report on legal and market issues/developments of relevance to clients• Coordinate client events and training programs (CLE)• Track representative matters, client lists, and industry/geographic experience for ongoing use in marketing efforts

- Liaise with relevant external industry/market organizations and publications and internal PR team to proactively identify and secure article placement, speaking opportunities, conference sponsorships, webinars and other visibility attorney initiatives
- Manage client coverage responsibilities/activities and track progress via regular reporting

Qualifications/Position Requirements

- 3+ years of relevant experience in a large law firm and/or corporate/financial institution legal department
- Excellent analytical, drafting and research skills
- Excellent organizational and project management skills
- Team player with the ability to work confidently and collaboratively with individuals at all levels of the organization
- Pragmatic and flexible
- J.D.

Compensation

Commensurate with experience.

To Apply

Please send cover letter and resume to: Jacqueline Nuñez
Human Resources Manager
jackie.nunez@davispolk.com

The above description is intended for general information purposes for the job requirements and duties of the position. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.