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## Job Description

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<b>Job Title</b>	Business Development Analyst, Advisory Practices
<b>Location</b>	New York, NY
<b>Department</b>	Business Development
<b>Reports to</b>	Business Development Manager, Corporate
<b>Exempt/Non-Exempt</b>	Non-Exempt
<b>Work Schedule</b>	Monday-Friday, 9:30 a.m. to 5:30 p.m. (regular overtime expected)
<b>Position Summary</b>	<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 experience and client information, competitive intelligence and coordination of client events.</p> <p>The Business Development Analyst, Advisory Practices is an integral part of the Business Development team who works directly with the attorneys on a variety of marketing and business development activities.</p>
<b>Essential Duties and Responsibilities</b>	<p>Specific responsibilities may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Monitor existing and prospective clients, competitor activity, market trends and proactively identify opportunities</li><li>• Manage content for targeted presentations, proposals and pitch materials</li><li>• 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</li><li>• Manage client coverage responsibilities / activities and track progress via regular reporting</li><li>• Manage league table process/relationships to ensure effective and timely submission</li><li>• Manage the drafting and submission of content for numerous legal directories, awards and related industry guides (e.g., Chambers, Legal 500, IFLR)</li></ul>

- Manage practice and attorney LinkedIn strategy
- Initiate and coordinate client events and training programs (CLEs)
- Manage print and digital marketing materials to ensure content reflects substantive strengths, accomplishments and current activities
- Assist with:
  - Maintenance of experience databases for precedent, marketing and business development purposes
  - Maintenance of practice mailing lists for targeted client and prospect mailings

**Qualifications/Position Requirements**

- Knowledge of, and experience with, some or all advisory practices (investment management, intellectual property, tax, corporate governance)
- Experience with legal-research / legal-news databases and resources (Bloomberg, S&P Capital IQ, Thomson One, Thomson Reuters)
- Experience with InterAction or other 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
- 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
- Ability to manage multiple projects simultaneously
- Proficiency in Microsoft Office (PowerPoint, Excel, Word)

**Compensation**

Davis Polk offers a competitive salary and benefits package.

**To apply**

Send resume and cover letter to [hr.ny@davispolk.com](mailto:hr.ny@davispolk.com).