

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 - Europe
Location	London
Department	Business Development
Reports to	<ul style="list-style-type: none">• Director, Office Administration• Senior Manager, Business Development, New York
Exempt/Non-Exempt	Exempt
Work Schedule	Monday to Friday, 9:30 am to 5:30 pm (additional hours and flexibility may be required)
Position Summary	<p>The Business Development Manager will work closely with lawyers in our London, Madrid and Paris offices to manage business development efforts in Europe, including all aspects of business development, marketing, communications and press relations and coordinate additional support and resources as needed with the Business Development teams in New York, Northern California and Asia.</p>
Essential Duties and Responsibilities	<p>Responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Work closely with partners on the business development strategy across the European offices, coordinate special projects, including external business research initiatives, internal information gathering and reporting efforts, and targeted client outreach programs and events• Contribute to regular business development communications with partners including tracking relevant press and market developments• Manage special projects such as overseas Business Development trips and client development events• Coordinate with legal directories regarding reporting specifications, law and industry codes, deadlines, etc., and seek opportunities for communication between directory editors and Davis Polk lawyers• Assist in preparing pitches, RFIs and RFPs, including research, coordinating collateral, and assembling materials using and sharing best practice from throughout the Firm as appropriate. Assist in tracking results and preparing responsive reports and analyses incorporating

recommendations for increasing effectiveness

- Create, maintain and manage PowerPoint presentations and Word documents for partner pitches, internal communications and other marketing brochures and materials as required
- Participate in keeping databases and credentials lists current for European business development
- Manage the updating of practice marketing materials, including practice descriptions, lawyer biographies, content for the website and draft new material as required
- Provide requested research using firm and online tools to develop intelligence on prospective targets, industries, markets, etc.
- Assist with identifying speaking and sponsorship opportunities, coordinate and provide supporting research for speaking and sponsorship opportunities and manage local relationships with conference organisers
- Event Planning and Coordination: Working with practice group and office partners on the planning and execution of events in our offices and in global locations where events may occur
- Analyse data resulting from client development events and provide summaries and recommendations to support business development plans
- Assist with internal identification of new opportunities to promote the firm to clients and new prospects. Areas of focus include cross-selling, industry and regional-focused initiatives, business referrals, and other relevant areas as they develop
- Coordinate with New York team in applying brand standards, using firm templates, preparing files for print productions, and performing press checks
- Develop and maintain good relationships with contacts and press locally on an ongoing basis
- Assist in the preparation of statistical data used in competitive analysis and charting of trends
- To work with the Business Development Executive and New York to provide seamless business development support to the European practice

Qualifications/Position Requirements

- Ability to manage a varied workload and meet deadlines
- Proactive, persistent, robust, commitment to 'getting the job done'
- Excellent in MS Word, Excel, PowerPoint, Outlook and other applications as needed
- Strong interpersonal skills
- Must be able to work collaboratively with lawyers and staff, demonstrating strong teamwork and a positive attitude

- Excellent written and verbal communication skills, with exceptional attention to detail
- Ensure confidentiality of all the Firm's and clients documentation and information
- Strong work ethic and flexibility to meet the demands of the position

Education and/or Experience

- Bachelor's degree

Compensation

Commensurate with experience.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.