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## Job Description

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<b>Job Title</b>	Business Development Coordinator – Litigation
<b>Location</b>	New York
<b>Department</b>	Business Development
<b>Reports to</b>	Business Development Manager – Litigation
<b>Exempt/Non-Exempt</b>	Non-Exempt
<b>Work Schedule</b>	Monday-Friday, 9:30 a.m. to 5:30 p.m. (overtime as needed).
<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 matters and client information, competitive intelligence and coordination of client events.</p> <p>The Business Development Coordinator is an integral part of the team and assists the Business Development Managers on a variety of marketing and business development activities for the litigation practices.</p>
<b>Essential Duties and Responsibilities</b>	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>• Maintaining matter databases and recording updates for precedent, marketing, and business development purposes</li><li>• Assisting with the preparation of periodic reports for litigation department, including new matters, press, case results and business development activity</li><li>• Coordinating the scheduling and submission of numerous legal directories, awards and related industry guides (e.g., Chambers, Legal 500,</li></ul>

Benchmark Litigation)

- Updating print and digital marketing materials to ensure content reflects the substantive strengths, accomplishments and current activities of the firm and the various litigation practice groups
- Researching existing and prospective clients, competitor activity and market trends / opportunities
- Tracking press reports and new litigation filings relevant to our clients
- Assisting with content development for presentations, proposals, and pitch materials

**Qualifications/Position Requirements**

- 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
- Proficiency in Microsoft Office (PowerPoint, Excel, Word)

**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.