

# Business Development Manager- Proposals

## Marketing Department

### Summary:

The Business Development Proposals Manager is a key member of the firm's Marketing and Business Development Department. This role actively drives the strategy and execution of large-scale, strategic RFP/RFI responses, management of the firm's global panel development program, and other major business development initiatives. While the Manager's primary responsibilities are managing responses to RFPs/RFIs from inception to final product, and managing the firm's global panel development program, this role also provides the opportunity to participate and have a leading role in a number of other interesting and important business development activities.

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### Qualifications:

- Bachelor's degree required.
- Minimum of three years of experience in professional services marketing and business development. Previous law firm experience is highly desirable.
- Outstanding project management skills.
- Excellent interpersonal skills and written and oral communication skills.
- Demonstrated leadership and initiative.
- High level of accountability on all work product and ability to effectively juggle multiple projects.
- Ability to provide consistent and high-quality work product under tight deadlines and other pressures while maintaining a professional demeanor.

### Duties and Responsibilities:

#### RFPs/RFIs

- Lead the process for responding to large-scale, cross-practice, strategically important and/or firmwide RFPs/RFIs; including, leading kick off meetings and "go/no go" discussions, participating in strategy sessions, drafting targeted, high-quality content, and updating and managing responses to questions about the firm and its capabilities.
- Building strong and cooperative relationships with the wider business development team and other departments that contribute to RFPs, such as strategic pricing, accounting, the Office of General Counsel, IT, and others.
- Strategize, coach and prepare attorneys for client pitches and presentations.
- Ensure participation in post-RFP evaluations. Obtain, share and track feedback to propose process improvements.
- Maintain all RFP-related activities and materials within the firm's centralized CRM system and other experience and content management systems.

#### Global Panel Development Program

- Take a leading role in maximizing the firm's panel appointments through the global panel development program. Working closely with relationship lawyers across the firm and colleagues on the business development team, to identify opportunities to drive growth of client panels.

#### Business Development

- Assist business development team as necessary on client pitches and proposals.
- Support Relationship Management client planning and execution.
- Suggest and support additional improvements to the firm's proposal and pitch process.

**Qualifications (continued):**

- Proficiency with Word, PowerPoint, and Excel required. Salesforce skills a plus as is experience with procurement portals such as Persuit and Ariba.

**Duties and Responsibilities (continued):**

- Other responsibilities as necessary.

**Status:** Exempt

**Reports To:** Senior Business Development Manager-Proposals

**Workplace Type:** Hybrid

Salary range is \$117,000 - \$165,500.

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