

Client Development Manager

FLSA Status: Exempt

Department: Marketing / Business Development

Reports to: Chief Business Development & Marketing Officer

Location: Dallas

POSITION SUMMARY

Serves as the Business Development Manager for assigned lawyers in corporate and related practice groups; provides strategic and tactical support to assigned lawyers and collaborates with marketing and business-development team members and other firm business professionals to ensure the execution of the business-development plans and their alignment with firm-wide business-development priorities and practices.

KEY PRIORITIES IN THE ROLE

Market and Business Intelligence

- Track market and business trends and competitive landscape

Business Development Strategy and Planning

- Develop strategies for pursuit of new and expanded business
- Identify cross-practice group business opportunities
- Lead individual attorney and practice group business planning and goal-setting
- Plan and facilitate practice group meetings
- Develop budgets and track expenditures
- Contribute to development of key messages, marketing materials, and web content
- Facilitate media placements identified by firm publicist

Client Services

- Support client visits, proposal preparation, and client meetings
- Provide strategic input on client-facing social functions involving assigned lawyers



Marketing Management and Leadership

- Manage integration of new attorneys into practice group and firm
- Assist practice group leaders with overall practice planning
- Drive participation in and adoption of business development initiatives and tools

The above is intended to describe the high-level priorities for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

WHAT YOU BRING TO THE JOB

- Bachelor's degree in marketing or business or related academic preparation (JD or MBA strongly preferred)
- Minimum of nine years of professional services business development experience required (experience supporting transactional practices strongly preferred)
- Experience with various market intelligence and research platforms preferred
- Customer service orientation
 - Strong interpersonal skills and ability to establish credibility with attorneys and professional staff
 - Positive attitude, approachable, courteous and respectful
- Exceptional organizational skills
 - Motivated self-starter
 - Flexible and adaptable
 - Capable of juggling multiple projects with tight deadlines
 - Able to work well under pressure, be a problem solver, and a team player
- Outstanding oral and written communication and editing skills
- Well-developed research and analytical skills
- Software proficiency in word processing, presentations, spreadsheets, database management, etc. Able to acquire new technical skills easily
- Work requires travel to other JW offices, and occasionally requires more than 40 hours per week to perform the essential duties of the position
- Physical requirements are:
 - Sighted
 - Good hearing and clear speaking voice
 - Dexterity with hands and fingers
 - Must be able to lift light weights such as files and boxes (10-30 lbs)

To apply, please visit [jw.com/careers/staff](https://www.jw.com/careers/staff) and submit the JW Employment Application and your resume.

