



Business Development Coordinator

Chicago, IL

SUMMARY

The Business Development Coordinator will support SGR's business development initiatives and programs designed to promote and generate revenue for the firm.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work in tandem with the Business Development Manager to support the Real Estate and Litigation departments at the firm
- Prepare new business proposals, pitches, responses to RFPs, and presentations
- Coordinate seminars, webinars, and networking events in collaboration with Events & Marketing Manager
- Develops and maintains attorney biographies and practice group information for use in pitches, proposals, rankings, submissions and on the firm's website
- Maintain representative experience and matter highlights in experience database, InTapp
- Develop and maintain the mailing lists for the firm's newsletters, alerts, invitations, and other direct marketing pieces
- Contribute to the development of business development plans and works with lawyers to implement plans and execute business development initiatives
- Conduct research on a variety of topics including prospective and current clients, competitors and industry/market trends

REQUIRED SKILLS

- Highly proficient in Microsoft Word, PowerPoint, and Excel
- Excellent writing and editing skills with an exceptional attention to detail
- Proficient with client relationship management (CRM) and matter management systems
- Experience with Canva, Adobe Creative Suite (Photoshop, InDesign) or similar desktop publishing tools
- Professional demeanor and able to earn the confidence and respect of the firm's lawyers and staff
- Proactive, collaborative, and exemplary attentiveness to quality and accuracy

QUALIFICATIONS

- Bachelor's degree in marketing or related field; or equivalent work experience.
- 2-3 years of law firm or other professional services marketing experience

Equal Opportunity

Smith Gambrell Russell, LLP is an equal opportunity employer. We recruit, hire and promote all persons without regard to race, religion, color, sex, age, national or ethnic origin, disability, sexual orientation, political affiliation, veteran status, marital status or any other factor protected by applicable law. The Firm is comprised of individuals with diverse cultural, social, economic and personal backgrounds. We believe diversity enhances our workplace and ability to serve our clients' needs.