



## **Business Development Coordinator**

Atlanta, Georgia or Chicago, Illinois

Full-time, Non-Exempt

### **SUMMARY**

The Business Development Coordinator will support Smith, Gambrell & Russell's business development initiatives and programs designed to promote the Firm and generate revenue.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Helps prepare new business proposals, pitches, responses to RFPs, and client presentations
- Coordinates seminars, webinars, and networking events in collaboration with Events Coordinator
- Develops and maintains attorney biographies and practice group information for use in pitches, proposals, rankings submissions, and on the Firm's website
- Maintains representative experience and matter highlights in experience database, InTapp
- Develops and maintains the mailing lists for the Firm's newsletters, client alerts, invitations, and other direct marketing pieces
- Contributes to the development of business development plans and work with attorneys to implement plans and execute business development initiatives
- Conducts 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, communication, and editing skills
- Self-starter with willingness to learn new systems and develop processes for efficiency
- Proficient with client relationship system (CRM) and matter management systems
- Experience with Adobe Creative Suite (Photoshop, InDesign) or similar desktop publishing tools
- Professional demeanor and able to earn the confidence and respect of the Firm's attorneys and staff
- Proactive, collaborative, and exceptional attention to quality, detail, and accuracy

### **QUALIFICATIONS**

- Bachelor's degree, preferably with a concentration in marketing
- 2-3 years of law firm or other professional services marketing experience

For consideration, please submit your resume and cover letter to [staffjobs@sgrlaw.com](mailto:staffjobs@sgrlaw.com).

### **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.