

Business Development Coordinator

Kelley Drye & Warren LLP, a powerhouse firm with the heart of a boutique, is seeking a highly motivated Business Development Coordinator to assist in the implementation of business development and marketing strategies. This is an excellent opportunity for someone with intellectual curiosity and initiative to be part of a dynamic team. The position is in Kelley Drye's New York, NY office and reports to a Business Development Manager.

Responsibilities and requirements include the following:

Business Development

- Assist the business development team with the execution of practice group and attorney business plans.
- Support development of new business proposals by identifying and refining relevant content, drafting client-focused materials, assembling documents, and developing compelling PowerPoint presentations.
- Support project governance by maintaining files and organizing documentation of pitch opportunities.
- Assist in maintaining standard business development materials, matter lists, attorney bios, and practice group descriptions. Ensure information is accurate and up-to-date.

Intelligence Gathering and Analysis

- Assist with research and analysis of clients, industries, markets, technologies, and competitors to support business development activities.
- Work with business development team to configure risk-management and litigation alerts that help identify new business opportunities. Monitor alerts and scan the news to help vet potential opportunities and share with attorneys.

Data Management and Reporting

- Become proficient in technology tools, including the DealCloud CRM and firm-approved AI tools, to support knowledge management, competitive intelligence research, and content development.
- Track business development activity and results of new business proposals and initiatives.
- Support experience management in DealCloud by working with attorneys and business development professionals to gather matter information, draft descriptions, and update experience records, leveraging technology and automation tools.

Additional Responsibilities:

- Collaborate with marketing colleagues in support of event and thought leadership opportunities

to drive business development.

- Support or manage special projects as needed, and other responsibilities as assigned.

Requirements:

- Bachelor's degree.
- 2+ years of business development or marketing experience in a professional services environment. Paralegal experience is a plus.
- Excellent writing, proofreading, and communication skills, with strong attention to detail.
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines.
- A positive, team-oriented attitude and willingness to take on a variety of responsibilities.
- Intellectual curiosity about business development, legal marketing, and the business of law.
- Familiarity with AI tools for drafting and research, and eagerness to learn and apply AI workflows.

The salary range displayed is specifically for those potential hires who will work or reside in New York City if selected for the role. Any offered salary is determined based on internal equity, internal salary ranges, market data/ranges, applicant's skills and prior relevant experience, certain degrees, and certifications (e.g., JD/technology) for example. New York City Salary Range: Low: \$70,000 High: \$85,000.

Please be advised that all communications regarding open positions at our firm will exclusively originate from email addresses ending in @kelleydrye.com. We encourage you to exercise caution and verify the source of any communication claiming to represent our firm.

Kelley Drye & Warren LLP is an Equal Opportunity Employer (EOE).

Apply [here](#).