



Business Development Manager: Litigation

Kelley Drye, a powerhouse firm with the heart of a boutique, is seeking a Business Development Manager to work with the Litigation practice group, focusing specifically in support of Commercial Litigation, Class Action, and White Collar. This individual will collaborate with practice group leaders, partners, and other internal teams to develop and implement strategic initiatives that support client development and new business pursuits.

The ideal candidate is highly analytical, intellectually curious, and energized by solving complex business-development puzzles—connecting disparate dots to uncover new opportunities. They are a strong proposal writer, comfortable using technology to identify and act on opportunities, and ready to hit the ground running managing high-volume workflows. Responsibilities include, but are not limited to, the following:

Business and Client Development: Develop actionable strategies to grow new business and deepen client relationships by staying ahead of client needs and industry trends. Use the firm's litigation tracking tools, GenAI, and other research methodology to spot and evaluate potential business development opportunities. Manage RFP responses, and produce client-centric, data-driven pitches that clearly align opportunity, experience, and firm capabilities.

Strategic Planning: Help design, execute, and recalibrate business development plans and budgets for the practice groups and individual attorneys.

Research and Knowledge Management: Understand and anticipate client needs by analyzing market dynamics, competitor positioning, and industry trends. Identify potential opportunities for expansion and formulate outreach strategies. Become proficient in using the firm's CRM to manage client/prospect relationship data, track matter experience lists, and maintain the pipeline of business development opportunities.

Project and Performance Management: Manage deadlines and details concerning the groups' business development pursuits and marketing initiatives, and how the various components fit into the overarching strategic plans. Track and report on results of pitches, proposals and referrals. Coordinate and collaborate with attorneys, marketing colleagues, and business professionals around the firm to ensure projects move forward efficiently.

Directory Submissions: Develop strategic and compelling award submissions, such as to Benchmark Litigation, Chambers, and Legal 500 and other industry recognitions.

New Attorney Integration: Work with new lateral attorneys on their integration into the firm, including developing initial business development plan, transitioning existing clients to Kelley Drye, pitching prospective clients, and connecting laterals with colleagues around the firm from complementary practices.

Marketing Communications and Events: Coordinate with and delegate to the marketing and communications team for execution of content marketing and client events/webinars strategy.

Key Skills and Experience Required

The ideal candidate will be highly motivated, persuasive, priority-driven, and collaborative. This position requires a marketing professional who is proactive and detail-oriented, with at least an undergraduate degree and, a minimum of 5 years of marketing or business development experience. Outstanding writing, project management, research, organizational, and exceptional relationship-building and communication skills are essential.

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: \$150,000 High: \$200,000.

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).