

Business Development Specialist: Bankruptcy and Restructuring

Kelley Drye, a powerhouse firm with the heart of a boutique, is seeking a **Business Development Specialist** to work with the firm's Bankruptcy and Restructuring practice group. This individual will collaborate with the practice group leader and practice group manager, partners, and other internal teams to support client development and new business pursuits.

The ideal candidate will be process-oriented, tech savvy, and able to manage multiple priorities in a fast-paced environment. This position offers an exciting opportunity to work with lawyers recognized at the forefront of their fields and to contribute to the group's overall growth and success.

Responsibilities include, but are not limited to, the following:

Business and Client Development: Support execution of the group's business development initiatives and budget. Manage protocols to help track, vet and pursue potential new business opportunities. Produce tailored, client-centric pitch materials and presentations.

Research and Knowledge Management: Manage research efforts concerning new business targets, industries, and competitors. Maintain trackers in various analytics and financial reporting platforms, and pull reports concerning potential bankruptcy filings, C-Suite changes, credit rating drops, and other relevant developments. Become proficient in using the firm's CRM to manage relationships with clients, prospects, and referrals, and track matter experience lists.

Project and Performance Management: Manage deadlines and details concerning the group's business development pursuits and marketing initiatives, and how the various components fit into the overarching strategic plan. Maintain a pipeline of business development opportunities in the CRM, and track results. Participate in regular business development meetings, document key discussion points, track follow-up items, and anticipate next steps.

Marketing Communications and Events: Coordinate with the marketing and communications team to execute events, sponsorships, and content marketing strategy. Assist with logistics for the annual Bankruptcy Thought Leadership Summit and conferences with key industry associations. Coordinate with the group's practice manager to administer the annual holiday gifting program.

Directory Submissions: Assist attorneys with award submissions to bankruptcy industry recognitions, including Chambers, Legal 500, and quarterly league tables. Help maintain awards lists, track submissions, and gather materials for nomination preparation.

Key Skills and Experience Required:

- Bachelor's degree
- Minimum of 3 years marketing or business development experience in a law firm or other professional services firm. Paralegal experience a plus.
- Strong project management and organizational skills.

- Excellent written communication skills and attention to detail.
- Strong research and analytical abilities.
- Proficiency with CRM, reporting, and technology tools, including AI platforms.
- Ability to build relationships and collaborate with attorneys and internal teams.
- Proactive, responsive, and client-service oriented.
- Ability to work independently in a fast-paced environment.

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: \$85,000 High: \$115,000.

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](#).