

Goodwin Procter is one of the nation's leading law firms, with offices in Boston, Hong Kong, London, Los Angeles, New York, San Diego, San Francisco, Silicon Valley and Washington, D.C. We are a hard-driving, entrepreneurial and dynamic group, working tenaciously for clients whose problems and challenges we treat as our own.

Title: **Business Development Coordinator**

Reports to: **Director of Business Development**

Location: **Boston, MA**

Responsibilities: Prepares and coordinate pitches, proposals and RFP responses under the direction of the Business Development Managers and/or Directors. Maintains practice marketing materials, including practice group descriptions, brochures slide-decks, practice specific case/transaction lists and intranet/website/blog content. Provides logistical event support for all types of marketing events. This will involve working with design team to craft various print and electronic materials and managing process for electronic announcements and invitations, pre-event logistics, on-site event staffing, assisting with post-event follow-up and tracking lead generation. Works with Business Development Managers and Communications to secure accolades and rankings for the firm. Obtains information for surveys, directories, and other listings. Conducts competitive intelligence and marketing research in preparation for client and prospect meetings, pitches/proposals, and other business development initiatives. Researches and tracks potential business development and networking events for attorneys on the east coast. Assists with client analysis, referral tracking, and lead generation reports under the direction of the Director of Business Development.

Requirements: The successful candidate will have 3+ years experience in a law firm environment or a professional services organization. Strong computer skills, including web-based research, MS Word, PowerPoint and Excel. Experience with InterAction is a plus. Effective communication skills, both in person and via phone or email. Ability to manage multiple projects while prioritizing work assignments. Ability to build rapport with attorneys and professional staff. This includes listening carefully to requests and asking questions when necessary. Strong organizational skills with particular attention to detail. Excellent writing and editing skills. BA, BS or equivalent.

If interested, please apply by clicking on the link below:

https://www3.ultirecruit.com/GOO1008/JobBoard/JobDetails.aspx?_ID=*3E9D0F4DB953EE1B

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