Firm/Company Name Ballard Spahr LLP

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Job Title [Position]:	Business Development Speciali	**Job Category:**	Business Development
Department/Group:	Marketing and Communications	**Posted By:**	Gina Emery-Duplechan
Location:	Center City Philadelphia	**Travel Required:**	N/A
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	7/1/2022
Reports to:	Assistant Director of Business D	**Posting Expires:**	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail: 215.525.5096 **Attention:** Gina Emery-Duplechan	**Mail:** 1735 Market Street Philadelphia, PA 19103

Job Description

Brief Summary:

Ballard Spahr LLP seeks a dynamic and successful marketing and business development professional to join the Ballard Spahr team as a Business Development Specialist for the Finance and Real Estate Departments. This position can be remote if located in Arizona, California, Delaware, District of Columbia, Georgia, Maryland, Minnesota, New Jersey, Nevada, New York, Pennsylvania, South Dakota or Utah.

Duties:

As part of a hands-on, collaborative team, this position is responsible for supporting the business development efforts of Finance Department practice groups, industries, and client teams. The successful candidate will be an important part of our Business Development team and will be required to work closely with department and practice group leadership, attorneys, the Business Development team, the Proposal team, and other administrative departments such as Finance, Pricing and Legal Project Management, and Risk Management to coordinate and complete projects.

The incumbent must be incredibly service-minded with a penchant for processes and problem solving and can work independently and maintain a focus on priorities while meeting strict deadlines. A collaborative, consultative, inclusive working style is paramount. Similarly, relationships and the ability to quickly grasp the subtler elements of the firm's culture are essential. A strong sense of urgency and an

Skills/qualifications:

Qualified applicants must possess excellent writing, editing, communication (oral and written), project management, interpersonal, and analytical skills. Strong computer proficiency a must. The ability to handle multiple projects and deadlines, combined with an intense client service attitude, a strong work ethic and a team player attitude are indispensable.

[NOTE: Attach separate sheet(s) as necessary with the complete job description]