

Firm/Company Name:	Ballard Spahr LLP	Website:	www.ballardspahr.com
Job Title:	Business Development Manager	Work Option:	[i.e.: onsite, hybrid, remote, etc.] Hybrid
Department/Group:	Marketing/Communications	Posted By:	Gina Emery-Duplechan
Location:	Center City	Travel:	N/A
Salary Range:	Negotiable	Position Type:	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	Date posted:	7/27/2023

How to Apply: (Fax, Email, Mail, Link, etc.):

Link: <https://jobs.silkroad.com/BallardSpahr/Careers>

Job Description

Brief Summary: Ballard Spahr has a great opportunity currently available for a dynamic and successful business development professional to join the Marketing team as a Business Development Manager (BDM) supporting practice groups in our Litigation and Business and Transactions departments and several industry teams, including Healthcare and Education. This position can be located in Atlanta, Baltimore, Minneapolis, Philadelphia, Phoenix, Salt Lake City, or Washington, DC and will be a hybrid work arrangement with 3 days in the office per week.

Duties: The successful candidate will be an important part of our Business Development and Marketing team and will be required to work closely with the Business and Transactions and Litigation department leadership, practice group leaders, industry team leaders, Marketing department leadership, attorneys, and other marketing team members to support the development of new business and to deepen existing client relationships.

The BDM is responsible for developing and implementing business development plans, as well as identifying opportunities for current and potential clients. In addition, the BDM will be integral in building brand awareness for the firm, aligning those efforts with broader firm and department goals. Successful team members must be resilient, focused, creative, and demonstrate a collaborative and consultative working style.

Skills/qualifications: The ideal candidate will demonstrate independent judgment, strategic and diplomatic thinking and have the ability to lead business development efforts while building consensus. The ability to handle multiple projects and deadlines, combined with a strong work ethic and a team player attitude are indispensable.

Requirements include a college degree with 5+ years of experience in professional services marketing; excellent writing, editing, communication (oral and written), project management, interpersonal, and analytical skills; strong computer proficiency a must (including knowledge of CRMs and marketing databases), significant business knowledge and experience; and an intense client service attitude. Some travel may be required. Prior