



# Example of Manager Business Development Job Description

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Our growing company is looking for a manager business development. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for manager business development

- Responding to RFPs/RFIs for the United States and, where appropriate, globally
- Liaising with lawyers, business development colleagues and our design/production team throughout the process, frequently under tight time constraints, including evening and weekend hours, as necessary
- Running key business development initiatives for the US M&A group, including client targeting exercises and business planning activities, and liaising closely with global MBD practice group heads on these initiatives
- Organizing client seminars/conferences/webinars, including sourcing venues, preparing invite lists, mailing invitations, coordinating conference materials, executing the event and ensuring proactive follow-up
- Updating, drafting, coordinating, and proofing publications and client alerts
- Overseeing the print production process and liaising with the internal publications team and professional support lawyers as appropriate
- Assisting with key global business development training and program rollouts to ensure appropriate adoption in the United States, under supervision of the US Director of Marketing & Business Development
- Updating and amending the contents of the US M&A sections of the firm's website, liaising with the website team as appropriate
- Owning the development and maintenance of the US M&A portion of internal databases and CRM systems and ensuring that business development information on the site is current

## Qualifications for manager business development

- Tracking of new initiatives, measurable results, value-added feedback/commentary
- Relevant KPI tracking and sharing
- Ensures effective collaboration between departments of the company, key employees
- Develops and leads initiatives to increase profits and improve the effectiveness of the Company
- Prepares and initiates the implementation of projects, including global, new tools, process improvements and sharing best practices
- Supports function with coordination of activities and initiatives to align with our strategy