

The Role

Department: Client Development

Location: London

Role: Senior Client Development Executive

The Team

The Global Business Development Leadership team sets the strategy in consultation with the Global Strategy Board and Global Practice Executives. The BD teams (comprising Communications, Marketing, Business and Client Development experts) are led by regional heads of Business Development who are aligned to our regional boards: Asia Pacific, Middle East Africa, North America, UK, Europe.

Our strategy seeks to:

- Manage and develop clients and profile in our global sectors
- Adopt a content and product led approach in taking our practice groups to market
- Prioritise the use of integrated digital marketing channels
- Position our most senior staff as advisors to the business, supported by expert execution teams
- Our principles dictate that the highest value clients and opportunities command the highest value BD attention and bespoke tactics

The Role

To support and drive the ambitions of such a complex and growing business, we are building the world's leading Business Development & Marketing function. Key within this is our strong focus on client development. At the heart of this role is helping to drive the firm's strategic direction for their Insurance key account programme. Clyde & Co is seen as the industry-leading law firm so the role involves working with the key industry players and top clients from the London insurance market, who have a global presence.

The role encompasses all aspects of client development, for example: strategy and research; key pitches and internal team meetings; developing marketing and business development activity that ties into the clients' needs; reporting regularly back to the senior members of the wider team and to the partnership on progress. This role covers a range of business lines and practice areas and assumes a high degree of involvement with the partners, associates and at times clients, on a global basis. Over time, the successful candidate will take on responsibility of the day to day running of their own modest portfolio of clients.

At Clyde & Co we view diversity as critical to the international nature of our business and have created a working environment where people from different backgrounds can thrive. It is the Firm's policy to treat all employees and job applicants fairly and equally regardless of their gender, gender identity, marital or civil partnership status, race, colour, national or ethnic origin, social or economic background, disability, religious belief, sexual orientation, or age.

Please consider the environment before printing this job description.

Key Responsibilities

- Assisting the Client Development Manager and the wider Client Development team as necessary in implementing the key account programme and on Growth Accounts programme into the wider business development team, partners and senior firm management as appropriate.
- Assisting the formulation of individual client plans and helping to establish a formal Partner network responsible for growing the business we receive from the client in all our global jurisdictions.
- Managing and running regular client working group meetings with partners and associates and following up on any subsequent actions and opportunities.
- Undertaking in depth financial gap analysis to identify what the existing strengths and areas of opportunities are across client accounts.
- Influence key individuals across the firm (across fee earners and support services) to ensure buy-in and drive participation with the key account programme.
- Working collaboratively with other Business Development and Client Development team members around the world to ensure alignment of client programmes across the firm.
- Support the development of the firm's wider client development methodology as the programme expands into new areas of the firm, working in conjunction with other Client Development / Business Executives and Managers.
- Co-ordinating client teams and effective cross-practice groups to support client development plans.
- Regularly undertaking client research to understand the changes in their business and how we can adapt the service we provide to meet their needs.
- Development of appropriate marketing materials and activities to fulfil client plans.
- Assisting with proposal materials and the management of client pitch efforts in respect of the identified client accounts.
- At all times demonstrating strong and comprehensive knowledge of the Client Development programme, and being able to represent that knowledge effectively in front of senior firm leadership.

Essential Skills and Experience

- Experience of working as a Client or Business Development Executive within a fast-paced professional services environment, including:

- Assisting with sector-focused client development and marketing activities
 - Developing and implementing business plans
 - Co-ordinating key client accounts
 - Supporting integrated and client-focused marketing and client development plans
 - Production of marketing materials and activities to support the client's agenda
 - Assisting with pitch efforts and proposal materials
- Able to work closely with partners and associates and develop the ability to influence key partners and decision-making groups.
 - Strong IT skills with experience of CRM systems (preferably InterAction), Outlook, Word, Excel and PowerPoint.
 - Strong organisational skills and the ability to handle multiple priorities within tight timescales.
 - Able to work to tight deadlines under pressure and to assimilate information quickly.
 - Strong interpersonal skills including confidence, positivity, diplomacy and the ability to gain credibility quickly.
 - Excellent verbal and written communication skills
 - Demonstrates attention to detail with a high level of accuracy
 - Positive and tenacious with the ability to pro-actively drive initiatives forward and motivate resources within and outside their team to perform.

The Firm

Clyde & Co is a leading global law firm, specialising in the sectors that underpin global trade and commercial activity, namely: insurance, transport, construction, energy, trade and commodities. It is globally integrated, offering a comprehensive range of contentious and non-contentious legal services and commercially-minded legal advice to businesses operating across the world. Clyde & Co is committed to operating in a responsible way. This means progressing towards a diverse and inclusive workforce that reflects the diversity of its communities and clients, using its legal skills to support its communities through pro bono work, volunteering and charitable partnerships, and minimising the impact it has on the environment. The firm has 480 partners, 2400 lawyers, 3200 legal professionals and 5000 people overall in over 60 offices and associated offices worldwide.

Our Values

Our values are the principles that guide the decisions we make, unite us in our endeavours and strengthen our delivery, for our clients and our firm. We:

- **Work as one** We are a globally connected team of talented people who act with a firm-first mentality to achieve success
- **Excel with clients** We aim high and challenge ourselves to deliver unique excellence for our clients, keeping them at the centre of everything we do
- **Celebrate difference** We help each other to be at our best and believe our differences result in greater achievement
- **Act boldly** We seek new opportunities, take action and learn as we go, recognising that curiosity drives our development and contributes to growth

Business Services Competencies

Clyde & Co is committed to providing extensive, personal and professional development opportunities for our people enabling them to be highly effective in their current role as well as assisting them to fulfil their career aspirations.

The competencies are used to inform all aspects of Business Services career development. They vary across levels and different business areas and fall under the following areas:

- Technical Excellence
- People and Team
- Client/Stakeholder Relationships
- Service Delivery and Commercial Awareness
- Personal Effectiveness

This is the job description as constituted at present; however the Firm reserves the right to reasonably amend it in accordance with the changing needs of the business.