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# Specialist, Business Development

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Widely recognized as Canada's leading litigation practice, we have successfully represented clients' interests in some of the most complex, high-profile cases in Canadian legal history. Focusing exclusively on litigation and advocacy, we practice across dozens of legal areas and industries and represent our clients where it counts – on our feet in all levels of the courts and before every kind of tribunal. Our subject-matter expertise and extensive courtroom experience is consistently recognized by clients, peers, and senior members of the legal profession in leading legal publications, including Chambers Canada and Lexpert. We offer the opportunity to work alongside and learn from some of Canada's most highly regarded litigators and business professionals. Learn more at [litigate.com](https://litigate.com).

Lenczner Slaght is currently seeking a **Specialist, Business Development**.

## ROLE DESCRIPTION

Under the supervision of the Senior Manager, Business Development, the Specialist, Business Development will play an important role in supporting a wide variety of programs and projects, including practice and industry group planning, individual lawyer business planning, client team planning, pitches and proposals, client-related events and education, industry events, CRM, and business development intelligence.

This role will involve an understanding of business development concepts and the various strategies and tactics employed to bring in new work from clients. This person will also build direct and strong relationships with the firm's lawyers and business team members at all levels of seniority.

## ROLES & RESPONSIBILITIES

- Work with the Senior Manager on the development and execution of practice, client and industry team plans and tactics.
- Monitor legal and market trends to spot opportunities for practice, industry and client team plan enhancement.
- Support the development of individual lawyer business plans, and work directly with lawyers on preparation, execution, and monitoring of tactics.
- Support responses to pitches, proposals, and RFPs including research, drafting content, creating tailored case lists, and tracking outcomes.
- Oversee the planning and execution of external events including client socials, seminars, and conferences to ensure best-in-class client experience.
- Lead the enhancement and adoption of the firm's contact relationship management (CRM) system.
- Drive the firm's client-related relationship building, gifting, and sponsorship program.
- Support the building, monitoring and reporting of annual business developments, KPIs, and budgets.
- Assist in the preparation of Business Development training materials, presentations, checklists and other resource materials for firm lawyers.
- Informally mentor junior team members and assist in the overseeing and delegation of work.

*Other duties will be assigned as needed.*

## EDUCATION & EXPERIENCE

- Three to five years of experience in a business development role is required.
- Experience working in a professional services firm is required, and at a law firm would be an asset.
- Experience with preparing pitches and proposals is an asset.
- Education in business management, marketing, communications, or events management is considered an asset.

## KEY SKILLS & CHARACTERISTICS

- Advance proficiency in MS Office (Outlook, Word, Excel, PowerPoint) is required.
- Technical aptitude for learning various software programs and applications, including CRM systems.
- Excellent written and verbal communication skills, including the ability to effectively interact with firm members at all levels of seniority.
- Strong organizational, time management, and project management skills with ability to multi-task.
- Ability to think strategically, develop tactics and execute.
- Experience and a willingness to “roll up sleeves” and operate at whatever level is needed to accomplish tasks.
- Driven to learn, grow, and achieve results.
- Exceptional client service skills.
- Strong attention to detail.
- Ability to generate creative and innovative ideas.
- A team player with a keen ability to adapt and respond appropriately in various situations.
- Maintains professionalism, confidentiality, and operates with discretion.

## OTHER INFORMATION

- **Reporting Details:** This role will report to the Senior Manager, Business Development.
- **Hours of Work:** 9:00 am to 5:00 pm. Flexibility in working hours can be expected to meet the needs of the firm.
- **Work Arrangement:** This role is hybrid (minimum two days a week in the office) in accordance with the firm’s current policy, which may be amended at any time.

## WHAT DIFFERENTIATES US?

**We’re expert litigators.** Our experience is why people turn to us in the most difficult situations. We have done tens of thousands of cases, thousands of hearings, and hundreds of trials and arbitrations for our clients. Litigation is our passion and focus.

**We’re bold innovators.** As deep thinkers and problem solvers, every person at our firm can envision, plan and execute big ideas. If it hasn’t been done before, we aren’t afraid to be the first. See our award-winning programs: ReferToHer®, Commercialist.com, and Data-Driven Decisions.

**We're team players.** We are a firm with deep values, centered around our commitment to excellence and winning. We promote supportive, collaborative working relationships. We know the power of our people and we intend to harness that for the benefit of our firm, our clients, and our industry.

**We're future focused.** To remain number one, we recruit and develop top talent – this includes lawyers and non-lawyer alike. We attract the best clients and work on the best cases. We live our values. We professionalize our business. And we implement big, bold ideas. In short, we're prepared for the future and committed to success.

**We're diverse thinkers.** We are committed to inclusion, diversity, equity, and accessibility because our varied perspectives, backgrounds, identities, and cultures are our greatest assets – it enhances our collaboration, problem-solving, and litigation strategy. That's what gives us an edge with our clients.

**We're award winners.** We're driven to be number one for our clients and for ourselves. We have been recognized by Lexpert as the #1 firm in Toronto for Litigation for 24 consecutive years and are ranked top-tier by world-renown directory, Chambers Canada. We strive for excellence in everything we do.

#### HOW TO APPLY

**Qualified candidates are asked to submit their cover letter and resume to Isabelle Naraine (Director, Human Resources) [here](#).**

*Lenczner Slaght invites applications from all qualified candidates. We encourage applications from candidates with diverse backgrounds. We are committed to advancing inclusion, diversity, equity and accessibility in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process. Please direct all questions, including requests for accommodation, to [Human Resources](#).*