



Title: Business Development Coordinator

Reports to: Business Development Manager

Office: Philadelphia

Department: Marketing

Position Summary:

The Business Development Coordinator will support the Firm's business development and marketing activities, with a particular focus on the Firm's satellite offices including Pittsburgh, PA, Harrisburg, PA, Washington, DC, New York, NY, Newark, NJ, and Wilmington, DE. The position reports to the Business Development Manager and is based in Philadelphia.

Essential Duties and Responsibilities:

- Assists with the implementation of strategic business development and marketing plans for partners, offices, and practices.
- Conducts research on existing and prospective clients, competitor activity, and industry market trends.
- Prepares reports with data from programs such as Vuture and CRM for business development purposes.
- Works with the Business Development Manager on Firm brochures, RFPs, and proposals.
- Assists with surveys and awards submissions.
- Assists with planning and execution of client seminars and sponsorships in satellite offices including managing invitation lists in CRM.
- Assists with website updates and social media postings as needed.
- Assists with the planning, implementation, and follow-up of new business or cross-marketing opportunities.
- Other duties as assigned.

Skills/Knowledge Requirements:

- Strong interpersonal skills, works effectively with all levels of employees and management.
- Strong organization, multi-tasking skills and the ability to juggle competing priorities and personalities.
- Functions independently with minimum supervision and has self-initiative.
- Exhibits an outstanding work ethic and professionalism.
- Strong client service mindset.
- Proactive, motivated, and detail oriented.
- Excellent communication, presentation, and business writing skills.
- Strong research skills.
- Excellent time management, judgment, decision-making, and problem solving skills.
- Thrives in both individual and collaborative team environments.
- Ability to meet deadlines and work well under pressure.



Skills/Knowledge Requirements:

- Bachelor's degree in business, marketing, communications, or related field.
- 2-4 years of marketing, business development, or sales experience in professional services (law firm experience preferred).
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Access).
- Experience with InterAction is a plus.

Cohen Seglias is an equal opportunity employer, and does not discriminate against employees or applicants based on race, color, sex, pregnancy, age, religion, national origin, ancestry, disability, genetic information, veterans' status or military affiliation, sexual orientation, gender identity and expression, union affiliation (if any), or other characteristics protected by applicable law.

Please send cover letter, resume, and salary requirements to careers@cohenseglias.com.