

Morvillo Abramowitz Grand Iason & Anello PC

For over 45 years, MORVILLO ABRAMOWITZ GRAND IASON & ANELLO PC has been at the forefront of advising both institutional and individual clients on complex white collar and regulatory matters and sophisticated business disputes. As a litigation boutique, with an unparalleled depth of trial experience, we are best known for our expertise in white collar defense, government investigations, securities enforcement, and regulatory matters. Equally important is the sophisticated civil litigation we do for financial institutions, other business entities, and their senior executives.

Job Description

Job Title	Marketing & Business Development Coordinator
Department	Marketing & Business Development
Reports to	Director of Marketing & Business Development
FLSA	Non-Exempt
Work Schedule	Monday-Friday, 9:30 a.m. to 5:30 p.m.

Essential Duties and Responsibilities

The person in this position will support the Director of Marketing & Business Development with a variety of marketing, business development, and promotional activities.

Specific responsibilities will include:

- Preparing presentations, proposals, and pitch materials for prospective and existing clients.
 - Assisting with select profile and directory submissions for various legal publications and industry ranking guides (e.g., *Chambers*, *Benchmark Litigation*, *Legal 500*).
 - Managing regular website updates relating to practice area descriptions, individual biographies, news, rankings, and events.
 - Assisting with all social media-related projects, including client alerts, the firm's blog, and LinkedIn / Twitter accounts.
 - Maintaining the firm's database, which records and tracks matters for marketing and business development purposes.
 - Conducting research regarding existing and prospective clients, competitor activity, and industry and market trends to aid in the development of marketing plans.
 - Coordinating various firm-related events, including charitable tables, CLEs, speaking engagement, sponsorships, and other programs.
 - Liaising with consultants and outside vendors on a regular basis.
 - Assisting with other administrative tasks that may be assigned from time to time.
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Qualifications/Position Requirements

- Excellent organizational and project management skills.
- Strong written, verbal, and interpersonal communication skills.
- Demonstrated ability to work confidently and collaboratively with individuals at all levels of the organization.
- Ability to manage multiple projects simultaneously.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).

Education and/or Experience

- Experience in a marketing and business development role in a professional services environment preferred.
- Experience with InterAction or another CRM program desirable.
- Experience with legal-research and legal-news databases and resources (e.g., Capital IQ, atVantage, Monitor Suite, Lexis Nexis, Courthouse News Service, Thomson, PACER) desirable.
- Bachelor's degree in marketing or finance preferred (advanced degree a plus).

Compensation

Morvillo Abramowitz is offering a competitive salary and benefits package.