Using CourtLink, Bloomberg Law, and other online databases and information sources, this position will work with the marketing department’s research team in supporting business development-related initiatives. The primary focus of this role will be identifying, tracking, and maintaining leads in support of new business. Employing a combination of business and legal research skills, this individual will be responsible for case monitoring, document/filing retrieval, current awareness, and summarizing findings. Other assignments would include researching and compiling background on expert witnesses, tracking practice- and topic-specific news, retrieving and summarizing litigation, locating articles, and searching and preparing summaries of news on legal issues in support of consultant and marketing department requests.

This job is ideal for a candidate who has the intellectual curiosity to be creative; the tenacity to track down needed information; the capacity to filter large amounts of data; and the ability to problem-solve with the highest level of attention to detail and accuracy. We are looking for a candidate who is equally effective collaborating with colleagues and working on self-directed projects.

Essential Job Functions and Responsibilities:
• Responsible for lead tracking across a variety of practice areas; activities will include updating case dockets, identifying case details (counsel involved, dockets, complaints, etc.), and creating/updating leads in our Client Relationship Management (CRM) system
• Provide high quality, thoughtful marketing-related research using internal and external research tools including CourtLink, Law360, Bloomberg Law, LexisNexis, and Factiva
• Provide news awareness support to research team’s practice owners, including the monitoring of legal industry news
• Assist the research team in the production of news summaries, company/individual dossiers, and industry/practice-specific profiles in support of business development initiatives
• Collaborate on various marketing-related efforts, as needed

Relationships:
• This function will support the Research Director, Senior Business Development Specialist, and Research Specialist in fulfilling research requests from consulting staff and the marketing team
• Work closely with all members of the marketing team to provide support on business development outreach and lead generation activities

Qualifications:
• Bachelor's degree and four to six years of professional experience; Master of Library and Information Science (MLIS) preferred
• Ideal candidate will have business research experience in the legal or professional services industry
• Proficient in searching online research databases; prior experience with LexisNexis, Westlaw, Bloomberg Law, or other online legal databases preferred
• Interest in legal issues and in the current litigation environment
• Must have solid research skills as well as strong analytical and critical reasoning skills
• Must be able to organize, plan, and work on multiple projects simultaneously, prioritize projects, meet deadlines, and be flexible in order to respond to shifting demands
• Accuracy, attention to detail, and problem solving ability are critical
• Must exhibit a desire to learn, participate, and take ownership of one’s workload

Factors for Assessing Performance (Functional Competencies):
• Functional/Technical Capabilities – Demonstrates technical competence and effectively delivers support in area of expertise
• Customer Service – Responsive to internal and external requests; provides high quality service and support
• Communication – Communicates clearly and listens to requests effectively
• Teamwork/Working Characteristics – Demonstrates ability to work effectively with others and independently; demonstrates initiative and ownership
• Project Management – Effectively manages projects, meeting necessary deadlines
• Problem Resolution – Resolves problems quickly and effectively