



Proposal Specialist – Business Development & Marketing (Remote)

Ballard Spahr LLP seeks a dynamic and successful marketing and business development professional to join the Ballard Spahr team as a Proposal Specialist supporting the firm's efforts to respond to request for proposals within the guidelines of firm strategy, business development, and client relationship management goals. The successful candidate will report directly to the Senior Proposal Manager, while working collaboratively with the practice group and regional business development teams. **This position can be remote if located in Arizona, California, Delaware, District of Columbia, Georgia, Maryland, Minnesota, Nevada, New York, Pennsylvania, South Dakota or Utah.**

This individual will be an important part of our Marketing and Business Development team and will be independently managing high profile RFP responses, working directly with Business Development Managers on strategy and positioning, as well as key stakeholders across legal departments. This position will maintain proposal milestones schedule such as issue and review dates, kickoff meetings, planning sessions, drafting and review, and delivery dates ensuring (i) full understanding of business requirements and strategy; (ii) a smooth production process; (iii) an intelligent, professional, accurate and compelling final product; and (iv) timely delivery of the finished product. In addition, this position will be responsible for the coordination of an experience database rollout.

The ideal candidate will demonstrate independent judgment, strong attention to detail, project management skills and have a solid understanding of the RFP and proposal process in a law firm setting. This position requires excellent writing, editing and proofreading skills, the ability to communicate effectively with a high level of professionalism and exemplary client service and teamwork skills.

A bachelor's degree, preferably with course work in marketing, business, communications and/or writing with 3+ years' experience in a proposal role in a law firm or other professional services firm. Strong proficiency with the Microsoft Office Suite and a basic understanding of systems in general are required.

Ballard Spahr is committed to increasing diversity in the legal profession and to supporting the communities where we live and work. People from all backgrounds are valued and integrated into every part of the firm. **Diverse candidates including women, people of color, members of the LGBTQIA+ community, veterans, and individuals with a disability are encouraged to apply.**

The health, safety and well-being of our Ballard community is a top priority. Therefore, all lawyers and staff are required to be fully vaccinated as a condition of employment. We believe this is the most prudent position to take in order to meet our obligation to provide as safe of a workplace as possible. The firm will provide exemptions and accommodations for medical and religious reasons consistent with applicable law.

Resume, cover letter and salary requirements are required.

The Firm is not accepting resumes from search firms for this position.

Excellent compensation, a comprehensive benefits package and a generous paid time off program is offered. For immediate consideration, please visit <https://jobs.silkroad.com/BallardSpahr/Careers> and apply online.

Ballard Spahr is an equal opportunity employer committed to fostering a culturally diverse environment. The firm encourages applications from a diverse pool of candidates, and all qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, age, national origin, handicap or disability, citizenship, sex, pregnancy, childbirth or related medical condition, sexual orientation, gender identity and expression, transgender status, sex stereotyping, genetic information, ancestry, veteran status or any other category protected by applicable law.