



## **Senior Business Development Officer**

On behalf of our client, we are seeking to hire a Senior Business Development Officer who will provide support to the Caribbean (Cayman and BVI) business in the implementation of the business development strategy. The successful candidate will work closely with the relevant service line BD leads across the firm's international BDM team.

### **Duties & Responsibilities:**

- Proactively support the development and implementation of Caribbean Business Development (BD) plans and budgets for the Dispute Resolution, Private Wealth, Regulatory and Local Legal Services (LLS) practices in Cayman and BVI and their target markets
- Identify opportunities to raise the team's and Ogier's profile, including securing speaking engagements, supporting legal award submissions, assisting with article placements and facilitating other thought leadership activities in coordination with marketing colleagues
- Prepare and coordinate submissions to legal directories such as Chambers and Legal 500, maintain and update key credentials and experience lists to support these and other pitching activities
- Coordinate and participate in regular market research, planning, and review meetings to identify potential business opportunities, monitor competitor developments and track industry trends
- Collaborate with BD and marketing colleagues across other jurisdictions to leverage global initiatives and ensure consistent messaging
- Plan, coordinate, and execute events (locally and internationally), including BD trips, seminars, bespoke client events, corporate hospitality, sponsorships and conferences
- Support partners and fee-earners in the preparation of pitches, proposals, and presentations; track outcomes, follow up on leads and report on progress
- Champion the use of Ogier's InterAction CRM system and help develop targeted client and intermediary lists
- Support with the management and control of expenditure against budgets, ensuring planned activity is monitored, evaluated and acted upon as necessary
- Assist partners with key client relationship management and track and analyse relationships to maximise opportunities
- Support and promote cross-selling opportunities and collaboration with other Service Lines, working in conjunction with the international BDM team
- Collaborate with marketing colleagues to ensure BDM collateral is effective and up-to-date
- Build and maintain a strong personal network with peers within target clients, intermediaries, local industry associations, memberships and relevant networks
- Coordinate or assist with digital and online BDM initiatives to ensure the team's profile is current and consistent across the firm's website and social media platforms
- Maintain a high standard of general administration in support of the above activities and undertake other BD tasks as required by the Head of Caribbean BD

### **Minimum Qualifications, Skills & Experience:**

- Minimum of 5 years BD experience in a professional services environment;
- University degree strongly preferred
- A high standard of written and verbal English language capability
- Self-motivated and independent, able to work with minimum supervision and capable of managing and implementing BD administrative tasks accurately and within deadlines
- Proactively identifies opportunities to bring operational efficiency to the BDM function and the business;

- Aims to exceed expectations of high quality service delivery in every task
- A strong team player with an intelligent, proactive and pragmatic approach
- Ability to simultaneously multi-task across responsibilities in short time-frames
- Ability to work with a range of personalities, levels and cultural backgrounds, strong interpersonal and inter-cultural communication skills are key
- Previous experience using InterAction or similar CRM system, would be beneficial
- Previous experience using direct mail systems such as Vuture Vx, Concep or similar, would be beneficial
- Solid understanding of technology and high proficiency in all aspects of Microsoft Office
- Strong judgment and demonstrable track record for confidently suggesting well-reasoned, independent strategic recommendations and ideas

**Salary: \$115,000 USD**

To apply please send your résumé to [caymanjobs@expertisegroup.com](mailto:caymanjobs@expertisegroup.com). All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.