Director of Business Development

Cairncross & Hempelmann, a 40-attorney law firm located in downtown Seattle, is seeking a Director of Business Development to strengthen the firm’s business development culture and drive the overall performance of firm-wide business development efforts. This individual will work with each attorney in the firm to design and implement business development plans in line with the firm’s strategic direction, and practice group and industry group goals.

Responsibilities of this position include:

* Create firm-wide business development program with key metrics
* Work closely with individual attorneys on personalized business development plans and goals
* Stay abreast of current developments and trends impacting clients and prospects through proactive market research
* Prepare lawyers for business development meetings with clients, prospects and referral sources
* Lead RFP responses, provide coaching and develop customized proposals

Desired qualifications:

* At least 5 years of business development experience at a law or professional services firm
* Success building internal and external relationships at a senior level
* Strong project management skills
* Ability to make decisions with minimal supervision
* Ability to communicate effectively with key stakeholders

We offer a competitive salary, excellent benefits, and a uniquely collegial working environment. Check us out at www.cairncross.com. To apply, send resume and cover letter (including salary requirements) to:

Sophia Bell Lavin

Human Resources Director

Cairncross & Hempelmann, P.S.

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