



## **THREE CROWNS LLP**

**ROLE PROFILE: BUSINESS DEVELOPMENT AND MARKETING COORDINATOR**

**LOCATION: LONDON, PARIS OR WASHINGTON, DC**

### **Three Crowns overview**

Three Crowns was founded in 2014 by specialist international arbitration advocates in the belief that international disputes call for focused advice and advocacy. The firm engages primarily in complex, high-value disputes, and counts among its clients many industry leaders and sovereign States. With offices in London, Paris, Washington, DC, and Bahrain, the firm now comprises 12 partners and over 100 total employees.

The firm seeks to hire a hands-on Business Development and Marketing Coordinator who is looking to progress their career. An individual who excels in this role would receive significant autonomy and room for continued professional development.

### **The role**

The Business Development and Marketing Coordinator will work closely with the firm's senior management, Practice Manager, and Project Coordinators to (i) provide day-to-day support for the firm's business development and marketing activities, (ii) contribute to the planning of the firm's business development and marketing strategy, and (iii) implement initiatives consistent with that plan.

Responsibilities will include:

- Supporting the firm's participation in pitches, bid management, and contributing to the progression of new business opportunities.
- Manage external events including client entertainment, seminars, roundtables and other sales opportunities at various international locations.
- Support in the delivery of information dissemination to the partnership including those relating to firm-wide BD/marketing efforts with regular updates to ensure BD plans are coordinated at a global level.
- Assist with internal events such as the firm wide retreat and partner retreats.
- Ideation, creation, proofing, and posting of content for multiple communications outlets including intranet, website, and social media channels.



- Maintain and update content on the firm's website, including lawyer profiles and experience updates.
- Review and generate reports on visitor data for the firm's website, informing the firm's business development and marketing initiatives.
- Assist with legal award and directory submissions across all offices, including the drafting of these submissions and coordinating referee communications.
- Maintain internal content such as lawyer profiles, pitch database and client contact database.
- Serve as the firm's point-of-contact on event invitations.
- Support in the management of all associated budgets.

This individual will report to the firm's Practice Manager. Some international travel may be required once doing so is safe, so candidates should have a current passport.

### **Skills and knowledge**

Competitive candidates will possess:

- Prior business development or marketing experience gained within the disputes team of a law firm or barristers chambers. International arbitration experience is desirable.
- Excellent written and verbal communication skills.
- Strong attention to detail.
- Experience working collaboratively with lawyers.
- Strong work ethic.
- Initiative and proactivity.
- Strong academic background.
- Able to prioritise and multi-task particularly when working under pressure and to tight deadlines.
- Full business proficiency in English. Full proficiency in other languages, such as Spanish or French, can be a plus.
- Proficiency with relevant tools such as Photoshop, InDesign, WordPress, and MailChimp a plus.
- Proficiency with Microsoft SharePoint and Power BI a plus.