



THREE CROWNS LLP

ROLE PROFILE: BUSINESS DEVELOPMENT AND MARKETING COORDINATOR

LOCATION: WASHINGTON, DC

Three Crowns overview

Three Crowns LLP is a law firm that 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. The firm has grown significantly in each of its offices – London, Paris, Washington DC and Singapore – and now comprises over 130 people, including 16 partners. Across jurisdictions, it is regarded as a market leader.

The firm seeks to hire a hands-on Business Development and Marketing Coordinator. This opportunity will suit candidates looking to gain experience and exposure to one of the leading, global international arbitration brands.

The role

The Business Development and Marketing Coordinator will work closely within the business and development team 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.
- Assisting with arranging external events including client entertainment, seminars, roundtables, with a particular focus on the US.
- Support in the delivery of information dissemination to the partnership including those relating to firm-wide BD/marketing efforts.
- Contributing to and posting content for multiple communications outlets including intranet, website, and social media channels.
- Maintaining and updating content on the firm's website, including lawyer profiles and experience updates.
- Supporting and contributing to the ongoing development of website project.



- Supporting and contributing to visual brand asset update projects.
- Supporting and contributing to the planning of firmwide and officewide retreats.
- Assisting with legal award and directory submissions across all offices, including the drafting of these submissions and coordinating referee communications.
- Maintaining internal content such as lawyer profiles, pitch database, and client contact database.

This individual will report to the firm's Director of Practice, based in London. Some international travel may be required, so candidates should have a current passport.

Skills and knowledge

Competitive candidates will possess:

- 2 years' business development or marketing experience gained within a law firm. International arbitration or disputes 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.
- Excellent organization and with a projects-based mindset.
- Experience managing events, in-person, hybrid or webinar-only a plus.
- Able to prioritize 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 Microsoft 365 Suite (Word, Excel, Powerpoint, Sharepoint, Teams) and MailChimp a plus.