

Kahn, Dees, Donovan & Kahn, LLP

Business Development Director

Job Description

The Business Development Director for Kahn, Dees, Donovan & Kahn (KDDK) is responsible for developing and implementing strategies aimed at expanding the firm's business with both existing and new clients.

Objective: Kahn, Dees, Donovan & Kahn is a full-service law firm in Evansville, Indiana, dedicated to effectively serving the legal needs of clients in Indiana, throughout the Midwest, across the United States, and around the world since 1908. KDDK is currently seeking a skilled professional to help ensure the firm's continued success and prosperity by directing efforts to retain, expand, and attract business.

The key responsibilities for this position include:

- Coordinating all efforts of the KDDK Business Development Committee, including facilitating communication and decision-making, and advancing agreed-upon initiatives throughout the firm.
- Working with the Business Development Committee to develop business growth goals and opportunities for the firm, practice groups, and individual attorneys.
- Planning and executing all business development and marketing initiatives, including managing the firm's website, social media platforms, digital and print communications, firm-hosted seminars and events, community engagement, charitable contributions, advertising and promotional materials, award and peer recognition programs and client service efforts.
- Documenting and measuring the efficacy of all business development and marketing initiatives.
- Researching organizations, individuals, and markets to identify new business opportunities.
- Building and maintaining successful relationships with existing and prospective clients, strategic referral partners, and community leaders.
- Identifying opportunities to increase the value of the firm to existing and prospective clients.
- Preparing and executing client satisfaction surveys, analyzing results, and devising appropriate action plans.
- Coaching attorneys to develop and execute personal business development plans and helping attorneys develop their related skills.
- Attending industry and community conferences, meetings, and events.
- Partnering with attorneys to create responsive, "contract-winning" proposals for existing and potential clients.
- Coordinating with the IT, Human Resources, and Finance managers to ensure smooth integration of technology, budgets, and support staff in all efforts.

The key skills sought for this position include:

- Ability to flourish with varying levels of guidance, be proactive, and handle uncertainty.
- Exemplary written and verbal communication skills.
- Marketing, public relations, advertising, copywriting, graphic design, and media placement experience.
- Bachelor's degree in business, marketing, or related field.
- Experience in sales, marketing, or related field (5+ years).
- Ability to manage complex projects and multi-task.
- Excellent organizational skills.
- Ability to effectively work with diverse personalities one-on-one and in facilitation of team-based projects and consensus-building scenarios
- Proficiency in Microsoft Office applications, including Outlook, Word, Excel, and PowerPoint.
- Proficiency in or tech fluency to quickly become proficient in industry- and job-related applications, including WordPress, InDesign, Constant Contact, and ContactEase.
- Basic understanding of the legal industry and familiarity with regional business community.

Reports to:

- Managing Partners and Business Development Committee

Position Inquiries:

Please submit cover letter and detailed resume via email, preferably in PDF format, to Julie Eagan at jeagan@KDDK.com, or mail to: Kahn, Dees, Donovan & Kahn, LLP

Attn: Julie Eagan

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