

STEWARTS

Job description

Job title:	Business Development Manager
Reporting to:	Director of Business Development
Department:	Business Development
Purpose of role:	<p>To support the Divorce and Family department with developing and implementing their business development strategy. This role is focused on creating opportunities and delivering BD activity to drive the firm's growth strategy. Working closely with practice heads, key partners and the Business Development Director, the role will provide support on various BD initiatives including the management of BD pipelines and cross-selling across existing relationships.</p> <p>Permanent, full-time</p>
Reviewed:	January 2026

Job responsibilities:

- Contribute to, including providing experience-based advice and recommendations, the development and implementation of departmental BD plans.
- Manage the execution of BD activities across the Divorce and Family practice, coordinating with key partners to monitor and measure ROI and to plan and implement next steps.
- Work with fee-earners to identify opportunities in new markets and thereafter create and support the implementation of BD plans for client and revenue growth.
- Help plan, organise, support and follow up and debrief after both domestic and international BD trips. This would include liaising with colleagues in other teams and any geographical leads to ensure coordinated and cost-effective efforts.
- Liaise with key advisers and referrers across selected sectors to support on business development and cross-selling opportunities.
- Initiate and implement follow-up on opportunities created by various marketing campaigns.
- Collaborate with the digital marketing team on the development, execution and review of campaigns so that they are an effective marketing and BD tool.
- Support the delivery of targeted events for key clients and referrers.
- Prepare pitches and provide strategic input during the legal directory process.
- Assist with the monitoring of marketing and BD expenditure to agreed budgets.
- Support Head of Business Development on wider BD initiatives/ad hoc projects.

Job skills and qualifications:

- In depth understanding of and experience in the legal and private client market.
- Strong organisational and administrative skills, attention to detail and ability to manage multiple projects while prioritising time critical assignments.
- Confidence in front of senior stakeholders and ability to earn and maintain trust.
- Excellent communication skills at all levels.
- Experience in developing and executing BD plans and growth strategies.
- Experience in providing strategic input into business plans.
- Ability to operate a market-driven approach including market assessment, market analysis and strategic relationship building.

- Effective relationship management, negotiating and interpersonal skills with a proven ability to interact and lead internal and external clients across all levels.

General skills:

- Well organised, uses initiative, prioritises appropriately, works proactively, shows attention to detail, manages own workload and meets deadlines.
- Has a “can do” approach, shows commercial awareness and represents the firm appropriately.
- Is commercially savvy and possesses a high level of communication skills.
- Team player who is respectful, positive, articulate, professional and sympathetic.
- Excellent interpersonal skills, with the confidence and ability to influence at all levels, building effective working relationships and using personal networks.
- Shows sound judgement and decision-making skills; acts within boundaries.
- Reflects the firm’s culture and shows commitment, passion and enthusiasm.
- Strong IT skills.