

BURFORD CAPITAL

Burford Capital is a leading global finance and asset management firm focused on law. Its businesses include litigation finance and risk management, asset recovery and a wide range of legal finance and advisory activities. Burford is publicly traded on the London Stock Exchange, and it works with law firms and clients around the world from its principal offices in New York, London, Chicago, Washington, Singapore and Sydney.

Business Development Associate (London)

JOB DESCRIPTION

Effective business development succeeds or fails based on implementation. Burford Capital seeks a key junior member of its UK Business Development team to champion and lead business development implementation at world-class standards. Reporting to the Head of Origination for Europe, the Business Development Associate will play a critical role in ensuring that Burford's Business Development programmes are delivered flawlessly, on time and on budget, and with the greatest positive effect on the business. This role requires learning and understanding Burford's business, relationships and the commercial litigation market, and is ideally suited to a high-energy individual with superlative organisational skills who welcomes the opportunity to grow in a fast-paced, startup environment.

Measures of Success

The Business Development Associate will support the BD team by organising and managing Burford's business development targeting information, researching opportunities and coordinating internal processes. By working collaboratively and efficiently with the team, the Associate will enable and support the growth and scale of Burford's rapidly growing business.

RESPONSIBILITIES

Operations

- Coordinate business development activity, ensuring that everything we do is working toward our strategic objectives
- Work with BD team members to support and execute various initiatives, including assisting with targeting, written presentations and logistics
- Ensure that Salesforce is fully leveraged and optimised for Business Development
- Coordinate and collaborate on projects with other internal departments, including aiding Marketing with large-scale events

Research & Data

- Research targets and prospects from law firms and companies to be added to our Salesforce and for outreach by the team. Be responsible for some initial outreach including by email and phone and setting up initial meetings
- Track and research particular cases and decisions to assist in the identification of

- opportunities to be pursued by the European team
- Develop target lists for events, trips and other outreach
- Oversee regular reviews of database accounts and contacts and data integrity improvements
- While there will be data entry, this is not a data entry role

Reporting

- Oversee weekly and monthly reporting of BD activity and ROI
- Manage certain Salesforce data and assist with reporting on BD team activity from the database
- Manipulate data and analyse team performance and other metrics to report up to BD leadership and senior management

Communications

- Draft and edit presentations for use in BD outreach and client communications
- Coordinate communication among team members and across departments of new projects or processes

REQUIREMENTS

- 3+ years of experience in business development support for a law firm or legal services business, or accountancy/consultancy business in a support or operations role
- University degree (preferably a law degree)
- Excellent written and verbal communication
- Superb organisation and planning skills and attention to detail
- Determination and drive to succeed
- Ability to anticipate and complete tasks needed to accomplish projects and goals
- Professional judgment and credibility to interact with senior staff and external clients
- Curiosity and a willingness to develop and continue learning
- Creativity and good problem-solving abilities
- Proficiency in MS Excel, PowerPoint and Word
- Proficiency in Salesforce or equivalent CRM database preferred

COMPANY OVERVIEW

Burford seeking to expand its global team. Burford's work environment is that of an "always on" startup. Even as it has grown, Burford has retained the culture of a small firm: team members are creative, resourceful, fast-moving, confident people who do not need the infrastructure of a large company to succeed. With little administrative support, everyone is expected to roll up their sleeves to perform and engage collectively for the overall success of the business.



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Burford operates in a geographically dispersed fashion, with its senior team in multiple locations. Strong written communication skills are essential and a willingness to engage in substantive discussion by email is critical for fit and success.

Change - and the uncertainty and alterations in course and priority that accompany change - is a constant in Burford's business. Enthusiasm for change in a rapidly developing market is essential.

Burford pays base salaries consistent with the financial services industry and favours incentive compensation to reward performance, through a combination of current bonuses and long-term incentive awards, including those tied to Burford's stock price performance.