



Burford Capital Limited Business Development Associate - Chicago or New York

Burford Capital is the 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 New York Stock Exchange (NYSE: BUR) and the London Stock Exchange (LSE: BUR), and it works with law firms and clients around the world from its principal offices in New York, London, Chicago, Washington, Singapore and Sydney.

Effective business development succeeds or fails based on implementation. Burford Capital seeks a key junior member of its US Business Development team to champion and lead business development implementation at world-class standards. Reporting to the Managing Director of US Business Development, the Business Development Associate will play a critical role in ensuring that Burford's Business Development programs 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 organizational skills who welcomes the opportunity to grow in a fast-paced, startup environment.

www.burfordcapital.com

COMPANY OVERVIEW

Burford Capital is the largest and most experienced provider of commercial finance to the legal sector in the world, with a core expertise in identifying and optimizing the value of legal assets for companies and law firms. Since its founding in 2009, Burford has worked with hundreds of law firms and corporations, including 93 of the AmLaw 100 and 89 of the Global 100 largest law firms. Our team has grown from five people at the end of 2009 to over 150 people today, including some 60 lawyers.

Burford possesses the resources and expertise of a large company while retaining the flexibility and creativity of a startup. Team members are smart, creative, collaborative, curious, and confident. Everyone rolls up their sleeves to perform and engage collectively for the overall success of the business. Burford values rigorous thinking, clear communication, and efficient execution.

Burford Capital is committed to increasing diversity and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status, or whether or not they have a disability.

JOB DESCRIPTION

The Business Development Associate will support the BD team by organizing 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 optimized 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
- Track and research particular cases and decisions to assist in the identification of opportunities to be pursued by the US team
- Develop target lists for events, trips, campaigns, 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 analyze 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
- Undergraduate degree
- Excellent written and verbal communication
- Superb organization 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

SUMMARY

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.

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 favors 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.