



## Senior Business Development Executive (Tenders) *Business Development*

### **The Firm**

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds and Colchester we provide legal services throughout England and Wales. Our clients range from some of the world's largest multi-national corporations to private individuals. We act for a significant number of charities, housing associations and Regulators. We would describe ourselves as "full service" with specialists in Commercial/Corporate, Civil Litigation, Housing, Employment, Real Estate & Projects & Property Development. Over the past few years, we have grown significantly and now have approximately 260 employees and a growing international reach

### **The Department:**

The Business Development Department consists of seven staff, headed by the Head of Business Development. They are a hardworking and robust team that deals with a full spectrum of tasks including tenders, bids & proposals, seminars & events, digital marketing, press & PR, and various marketing initiatives.

### **The Role:**

This role will support the firm in winning new business opportunities for both practice and sector-based legal teams. You will be responsible for developing compelling content that accurately showcases the firm's offering, from our expertise to the systems we use to deliver excellent client service. You will report to the Framework Manager and receive support from a BD Executive. The successful candidate will be an energetic, driven, and focused individual with the ability to establish rapport with internal clients.

The role is based in our London office and will operate a hybrid model offering a mix of office-based and remote working.

### **Main duties and responsibilities:**

This is not an exhaustive list and from time to time, it may be necessary to vary these to meet the department and business needs.

- Lead tenders from initial opportunity through to drafting, submission, post submission feedback, and reporting;
- Manage input from practice area experts across the firm, including partners and business support teams;
- Understand all elements of the quality submission and ensure responses correctly and fully address these;
- Identify individual evaluation criteria for each tender and explain this to key stakeholders, particularly concerning pricing;
- Design compelling presentations and prepare key staff for interviews and clarification meetings;
- Produce tender analysis and report on themes from client feedback;
- Maintain an up-to-date library of precedent text.

### **Key Skills and Experience:**

- Experience of the tender/bids process within a professional services setting;
- Experience working with, and managing, internal stakeholders;
- Excellent interpersonal, written and verbal communication skills;
- Strong attention to detail;
- Good time management skills with the ability to manage multiple changing priorities;
- Previous experience of handling sensitive situations and data with confidentiality and good judgment.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to [support.recruit@devonshires.co.uk](mailto:support.recruit@devonshires.co.uk) and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

*Devonshires is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender identity, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at [www.devonshires.com](http://www.devonshires.com)*