

## BD & Marketing Officer

Crowell & Moring is an international law firm with 625+ lawyers and legal professionals, with offices in the United States, Europe, MENA, and Asia that represents clients in litigation and arbitration, regulatory and policy, and transactional and corporate matters. Crowell & Moring's Brussels office has a strong domestic and European practice, with clients ranging from local SMEs to the world's largest multinational corporations with operations in the European Union. We offer practical and commercial solutions to the business challenges facing our clients, especially when operating in unfamiliar markets.

### Crowell & Moring Brussels is currently looking for a BD & Marketing Officer

As our new colleague, you will be working with and supporting a vibrant, well-integrated and fun team of marketing and BD advisors. You will be in charge of a variety of tasks, including drafting pitches, creating fresh and meaningful (social media, internal, etc.) content, managing various ad hoc projects, and more. You will be working harmoniously together with lawyers and staff to deliver stellar support.

Are you eager to join a growing, professional, and pleasant environment? Are you excited to find a new passion or to take a next step in the legal world? Are you ready to learn and grow together with our Brussels office, while being rewarded with energy, a great team spirit and intellectual challenges? Please read on.

#### Your responsibilities

- Assisting lawyers in their business development initiatives towards clients and potential clients.
- Providing support with drafting and coordinating pitches, tenders and RFPs.
- Creating meaningful, fresh and engaging content:
  - Drafting social media posts and looking for original ways to make messages even more impactful and to enhance the firm's presence and brand reputation.
  - Drafting brochures and press releases in collaboration with our lawyers.
  - Drafting PowerPoint Presentations in our Crowell branding.
  - Drafting messages for our Brussels and firm-wide intranet, and other internal communication.
- Providing support for the creation of Legal Directory Submissions (Chambers, Legal 500, etc.): internal coordination, creating first drafts, editing, filing, and arranging interviews for partners with researchers.
- Managing the content of various platforms, databases and sites, and keeping them up to date.
- Collaborating smoothly and efficiently with professional staff, lawyers and external partners.



***“Working with our BD & Marketing colleagues is very fulfilling as they always manage to bring out the best of what lawyers in our firm do in order to prepare convincing pitches and substantive legal rankings submissions.*”**

***I particularly enjoy learning about their perspective as BD & Marketing professionals. And, of course, since their project management skills are much better than those of lawyers, providing input for their projects is much less stressful than in our own cases...”***



**Matteo Mariano**  
Associate

## Your profile

- You have a genuine interest in the legal profession and preferably a first experience within the legal or professional services industry. Experience is not a must, but drive, enthusiasm and eagerness to learn are indispensable to fit into our team.
- You are organized and flexible as you will work on many projects at the same time, sometimes with tight deadlines.
- Dutch or French native speaker, and fluent in English.
- You have a special flair for communication and the ability to make it fresh and dynamic, yet still professional.
- You are creative and solution-oriented.
- You have an eye for detail and good interpersonal skills. We wouldn't mind it if you have a good sense of humor too.
- You have a hands-on and positive attitude.
- Experience with CRM, graphics or video tools tool is a plus.
- You have excellent MS Office skills
- Team spirit! You will join a team of four BD & Marketing professionals, but you are able to work autonomously too.

## We offer

- A dynamic, stimulating and truly international working environment, full of fun and friendly people who take their jobs seriously, but not themselves.
- A competitive remuneration in line with your experience, and other benefits such as: luncheon vouchers, hospitalization and group insurance, commuting allowance, extra vacation days based on your length of service etc.
- The possibility to further develop yourself and to satisfy your ambition and needs with training opportunities.
- You will work in the heart of Brussels, and you will have the option to work from home.
- Work-life balance: we are flexible and expect the same from you when urgent business needs arise.
- Our motto: we value and respect differences, knowing that diversity and thought make us a stronger firm.
- And last but not least: internal events you'll be talking about for years to come! Think of: memorable Christmas dinners, refreshing (themed) summer BBQ's, monthly office drinks, challenging team building activities, occasional team lunches, annual office retreats, etc.



***“It is very rewarding to work with people who are truly respectful and authentic in their desire to make Crowell & Moring a pleasant and professional working environment for all. The fun and quirky lawyers and wonderful staff are a nice bonus (as is the view from our office).”***



**Caroline Bogaert**  
BD and Marketing Advisor

## Interested?

Is this the challenge that will bring out the best in you? We look forward to meeting you! Please send your CV and motivation letter to Jo Vanwittenbergh (JVanwittenbergh@crowell.com) and Dieuwke Rethmeier (DRethmeier@crowell.com).



*“Teaming up with our marketing and BD people is always rewarding: fresh ideas, thoughts from ‘the other side’, and great enthusiasm.*

*Also, Crowell was my first love. After 10 years, I’m still convinced that I made the right choice by joining a firm that truly values people, respects our different backgrounds and objectives, and helps us grow in our professional and personal lives. “*



**Evelien Jamaels**  
Counsel



*“It gives me great fulfilment to collaborate with lawyers and professional staff to deliver the best possible support and to achieve outstanding results. Own initiatives are highly valued and appreciated in our open, innovative and diverse corporate culture. It’s wonderful to be part of a rockstar team!”*



**Elise Laenen**  
Sr Digital Marketing and  
BD Coordinator