

JOB DESCRIPTION — BUSINESS DEVELOPMENT MANAGER

Position Title: Business Development Manager

Department: Business Development / Client Relations

Reporting To: CEO

Role Overview

The Business Development Manager will be responsible for driving client growth, enhancing brand positioning, and identifying opportunities for expansion within the legal and corporate advisory sector. The role requires a strong understanding of legal services, excellent networking abilities, and a strategic mindset to build relationships and generate high-quality leads.

Key Responsibilities

- Identify and target prospective clients (corporate, individual, and government) in need of legal services across the UAE.
- Develop and implement strategic plans to attract new clients and retain existing ones.
- Prepare and present business proposals tailored to client needs.
- Build and maintain strong relationships with corporate decision-makers, business owners, and referral partners.
- Monitor market trends and competitor activity to identify new business opportunities.
- Represent the firm at industry events, conferences, and exhibitions.
- Collaborate with the legal team to align service offerings with market demand.
- Drive LinkedIn, website, and digital outreach initiatives in coordination with the marketing team.
- Maintain CRM records and prepare regular reports on business development KPIs.
- Assist in the preparation of client engagement letters, fee proposals, and retainers.

Candidate Requirements

Education: Bachelor's degree in Business or Marketing. (MBA preferred).

Experience: Minimum 3–6 years of experience in business development, preferably in legal, consulting, or professional services sectors.

Industry Knowledge: Strong understanding of UAE legal market, government licensing, and business services.

Skills Required:

- Excellent communication and presentation skills

- Strong client relationship management
- Strategic planning and sales acumen
- Proficiency in CRM tools and MS Office
- Bilingual (Arabic and English) Mandatory.

Personality Fit

- Self-motivated and target-driven
- Professional and articulate in high-level meetings
- Creative problem-solver and opportunity seeker
- Adaptable and proactive under pressure

Salary Range: [To be discussed]