

RILEY SAFER HOLMES & CANCILA — *JOB POSTING*

Client RFP Coordinator – Chicago, IL

Riley Safer Holmes & Cancila (RSHC) seeks a Client RFP Coordinator to provide practice teams and attorneys with support across all areas of business development, including preparation of RFPs, pitches, and presentations, business/relationship intelligence, experience database management, and general research.

Key Responsibilities

The following are essential job duties and responsibilities of the position. This list is not exhaustive, and other duties may be assigned as needed.

- Work closely with the firm’s marketing and business development personnel to develop timely, high-quality, and competitive proposals.
- Develop customized and responsive content for RFPs, pitches, and presentations, including practice area and attorney experience and case history, research, coordinating collateral, proofreading, and assembling materials.
- Manage timelines, confirm RFPs meet submission requirements, and ensure complete and timely delivery.
- Track RFP, pitch, and presentation activity, including follow-up activities with lawyers to determine the outcome and/or next steps.
- Maintain library of past and present pitches, RFPs, as well as standardized RFP responses and document templates.
- Monitor, collect, and disseminate (to client teams) news items related to attorneys, clients/potential clients, and industries that appear in various news and industry publications.
- Set up and manage client alerts and other research support for various business development initiatives utilizing research subscriptions and databases.
- Maintain and manage the firm’s experience database and case history.
- Ad hoc projects as assigned.

Desired Skills and Qualifications

- Bachelor’s degree from four-year college or university.
- Law firm or professional services experience preferred.
- Experience creating and preparing pitches, presentations, and RFP responses.
- Demonstrated business research skills.

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- Excellent writing and proofreading skills. Ability to prepare focused and specialized written materials.
- Demonstrated ability to prioritize and balance competing demands and meet deadlines in a fast-paced professional environment.
- Strong organizational, team building, and communication skills.
- Proficient in the use of Word, Excel, PowerPoint, and database applications.
- Dependable team player who works collaboratively and cooperatively with others in a team-oriented environment.
- Must have superior attention to detail and an ability to multi-task in a fast-paced, deadline-driven environment.
- High degree of motivation, with driving sense of responsibility, accountability, and responsiveness.
- Flexible and willing to work hours needed to fulfill the responsibilities of the position.

About RSHC / Work Environment

RSHC is a service-oriented and technologically sophisticated midsize national law firm of litigators, trial lawyers, and transactional attorneys. Clients are the center of our mission. We align our interests with theirs and put the emphasis on efficiency and results. We care about our clients and each other, so we live our shared beliefs: driving innovation in the business of law, promoting diversity and inclusion, and serving our communities. We currently have almost 90 lawyers in offices in Chicago, San Francisco, New York, Ann Arbor, and Los Angeles/Irvine.

The team atmosphere is fostered not only by the lawyers, but by all members of the support staff. Our Firm's employees are proud of collaborating to serve firm clients. Our commitment to teamwork allows us to tap multiple fields of experience from our range of practice areas, ensuring our ability to meet each client's individual needs. Our team approach enables us to analyze a situation from several points of view until we uncover the advantage that makes the difference for our clients.

This is a non-exempt full-time position. Overtime work may be required from time to time, payable in accordance with the standard payroll practices for non-exempt employees of RSHC and subject to all withholdings and deductions as required by law.

This position requires pre-employment screenings which include a criminal background check and reference check.

RSHC offers a comprehensive benefit package which includes medical, dental, vision, life insurance, short-term and long-term disability, and 401k.

RSHC is proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. RSHC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

No calls or solicitations from recruiters accepted.