



# Investor Relations Director

## About Downing Ventures

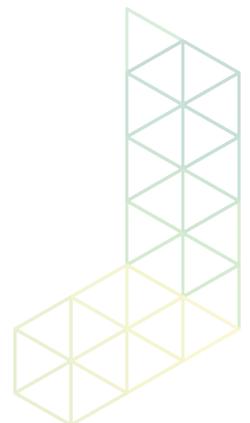
Downing Ventures is an evergreen fund investing in innovative technology companies and pioneering founders across the globe with Early to Growth Stage funding across the Deep Tech, Enterprise and Healthcare sectors. We have over 70 companies in our portfolio and work alongside a number of investment partners, accelerator programmes and incubators.

We live for dynamic technology with a purpose to innovate and change the world and the founders that live and breathe what they do. We celebrate big thinkers and risk takers. We strive for greater diversity in the industry.

Our team comes from every corner of the world giving us a unique perspective for the brands we work with. We are able to service the requirements of our international portfolio with a vision that goes beyond just our financial expertise. Between us, we are doctors, founders, visionary thinkers and story tellers. It is people that make us and people we are looking for. We work collaboratively with our portfolio, so they are supported every step of the way.

Our core values are ambition, friendliness, flexibility and expertise which are the threads that run through everything we do.

Downing Ventures is a division of Downing LLP. Downing is a fast growing, entrepreneurial investment manager based in the City of London. We believe a great investment opportunity isn't just financial, it's a chance to invest in things that matter – our environment, our health, our society, our local communities and our economy. Our ability to adapt and innovate to create investment products for our customers is key to our growth and success and our core values are vital to everything we do – from the businesses we invest in to the people we hire.





## Roles and key responsibilities

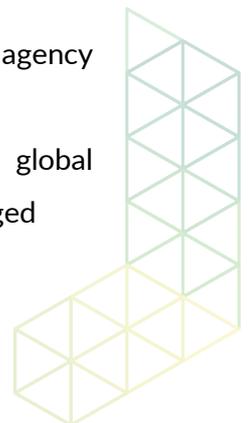
Downing is looking to hire an Investor Relations Director to support the Ventures team through the LP and SPV fund-raising cycle from managing pre-marketing all the way through to post-closing investor relations activities, driving the fund-raising activities for the fund with institutional investors, family offices and high net worth investors. This role requires managing relationships with investors and ensuring that communication is professional, efficient and accurate. Your responsibilities will include:

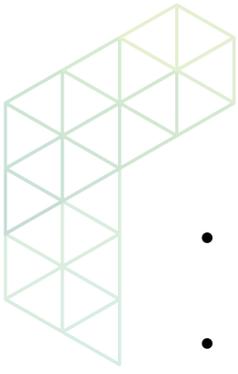
- Establishing new and building on relationships with existing investors
- Providing consistent, regular, and accurate communications through update reports and managing bespoke requests
- Working with senior ventures team, external advisors and internal sales teams to build on the fundraising strategy and operationally implement the capital raising strategy for future funds
- Building on network of LPs and investors to focus Downing Ventures activity outside of tax efficient capital vehicles
- Managing and prepare key fund marketing materials: DDQs, pitching presentations, case studies and other additional fund marketing documentation
- Working with the wider team in the planning, preparation and delivery of key investor events including AGMs and Advisory Board meetings
- Supporting the preparation and contribute to drafting sections of investor reports
- Implementing work with companies that drive innovation programmes both from a founder and investor perspective

## Key skills and attributes

The ideal candidate will have the following:

- 5+ years relevant investor relations experience gained in a fund or placement agency combined with prior experience in financial services or consulting
- Demonstrated track record of successfully raising capital from a proven global institutional and family office investor network that can be immediately leveraged





- Strong, positive relationship management skills developed both internally and externally enabling you to engage at all levels
- Substantial knowledge and understanding of venture capital, or a genuine interest in the sector
- Superb written and verbal communication skills, drafting clear and impactful messaging, presentations, and communications
- Familiar with the relevant regulatory and compliance guidelines across different geographies ranging from U.S., Europe, MENA, and Asia.

## Pay/Benefits

For the successful candidate, we will put together an attractive reward package that will include:

- Competitive salary dependent on experience and qualifications
- Discretionary bonus
- Pension scheme
- Health insurance
- Life assurance
- Income Protection
- Death in service
- Additional social perks

## Additional details

- Full-time working from London City office (currently WFH due to Covid-19 restrictions)
- All candidates must be eligible to work in the UK or have a working visa

**If you think you could be a contender for this role, please email your CV and cover letter [collaborate@downingventures.com](mailto:collaborate@downingventures.com).**

