



Product Development Executive

About Downing

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 vision is to be recognised as a leader in our chosen market sectors.

As a business, we have made a commitment to responsible investing, which you can read more about [here](#). We are signatories of the Principles for Responsible Investment, the United Nations Global Compact, the Financial Reporting Council Stewardship Code and the Investing in Women Code and are aiming to achieve B-Corporation status later this year.

Diversity is important to us and we see the benefits that having a team with a range of backgrounds and perspectives can bring. We are bold and ambitious, straightforward and we support each other. These core values are vital to everything we do – from the businesses we invest in, to the people we hire.

Role and responsibilities

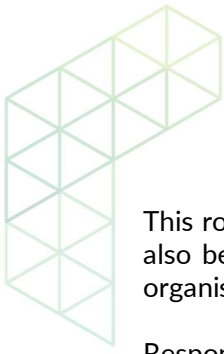
We are looking for a Product Development Executive to join our growing Product team. You will be joining a 4 strong team of product specialists, who are passionate about the creation of new investment products, as well as the management of our existing ones. We have a collaborative environment and always do our best to help each other out. We sit at the heart of the business, engaging with all departments and at all levels of seniority, up to and including the CEO.

We are the connection between our Sales team, who raise funds, and our Investment team, who deploy funds, working closely with the various 'middle office' teams who manage Downing's operational activities. Downing has ambitious growth plans for the years ahead and the Product team will be critical to these being delivered.

This role will provide an exciting opportunity for the successful candidate to make a meaningful contribution and gain first-hand experience of working across a range of products and investment strategies.

The Product Development Executive will report into the Associate Director in our team and will be involved in our work with both retail and institutional products – from launching brand new products, to updating existing ones. This role will also involve using customer and competitor analysis to ensure Downing remains a leader in our areas of focus.





This role would be well suited to a recent graduate. Business-related work experience would also be useful but is not essential. The right candidate will have strong attention to detail, organisational skills, be deadline oriented and have the ability to work well under pressure.

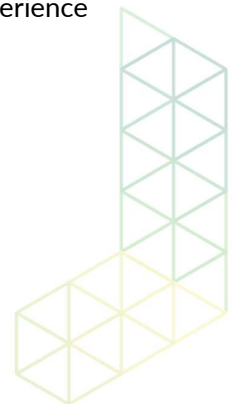
Responsibilities will include:

- Working with Marketing, Sales, Investment and other teams across Downing to assist with the launch of new products. This includes assisting with preparation of offer documents, external research notes and due diligence questionnaires. This also includes the verification of data included within these documents and other associated documents, such as presentations.
- This is a highly visible role in Downing, which will entail working with the Partners at Downing, on multiple projects.
- Helping to manage the drafting process of sales documents and other collateral for various Downing products.
- Completing product information requests from financial advisers and due diligence questionnaires on our products across both Public and Private Equity. This includes updating existing product reviews from external research analysts.
- Producing competitor analysis both for existing products and prospective new products and presenting to interested parties including Sales and senior management where applicable.
- Responsibility for preparing and tracking Downing funds raised and other quarterly reporting figures.
- Assisting with the preparation of new product papers for approval by Downing's Product Governance, as well as other documents required to finalise approval of new products.
- Organising, attending and minuting various meetings.

Key technical skills and knowledge required

- Educated to degree standard, preferably in business/economics/legal-related subjects but not essential.
- Excellent written and verbal communication skills.
- A desire to learn about the business and product range, and to work in a fast-paced entrepreneurial environment.
- Intermediate level proficiency in PowerPoint and Excel.
- Financial services experience is desirable but not essential.

Even if you do not have all of the skills and experience noted above, we still encourage you to apply. We understand that different people have different backgrounds and bring different types of experience, which can be valuable in different ways. The most important thing we are looking for is attitude – and we are keeping an open mind about the exact skills and experience each individual applicant has to offer.





Personal profile

We are looking for someone who is:

- **Collaborative** – able to work as part of a cross-functional team to successfully manage projects from inception to delivery
- **Passionate about what they do** – they are always happy to roll up their sleeves
- **Customer oriented** – they are approachable, friendly and professional, whilst working diligently. Nothing is too much trouble
- **Able to be assertive and are focused on execution** – they can make things happen
- **Eloquent** – they can explain complex things verbally or in writing in simple, relevant terms, and in good English
- **Creative** – they think outside the box and are happy to put forward new ideas

Personal profile

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

- Reports to the Associate Director in the Product team
- To support your training and development, the role involves typically spending at least three days per week working in our London City office with the rest of the Product Development team (subject to COVID restrictions).
- All candidates must be eligible to work in the UK or have a working visa

To understand what information we collect about you, how we will use it and for what purpose, please read our [privacy notice](#).

