



Director of Ventures Sales & Investor Relations

Downing Ventures

Are you looking to raise capital for a dynamic venture capital fund that is investing in innovative technology companies and working with pioneering global founders across the Deep Tech, Enterprise and Healthcare sectors?

Downing is looking to hire a Director of Ventures Sales & Investor Relations 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.

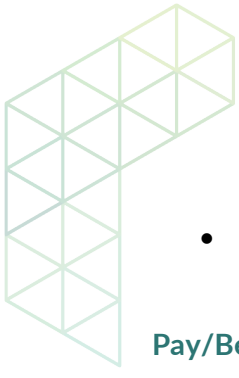
What's the role? A Director of Ventures Sales & Investor Relations is required to:

- Establish new, and build on, relationships with existing investors
- Provide consistent, regular, and accurate communications through update reports and managing bespoke requests
- Work with the 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
- Build on network of LPs and investors to focus Downing Ventures activity outside of tax efficient capital vehicles
- Manage and prepare key fund marketing materials: DDQs, pitching presentations, case studies and other additional fund marketing documentation
- Work with the wider team in the planning, preparation and delivery of key investor events including AGMs and Advisory Board meetings
- Support the preparation and contribute to drafting sections of investor reports
- Implement work with companies that drive innovation programmes both from a founder and investor perspective

What qualifications do I need? Ideally, you have:

- 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 send your CV and cover letter to collaborate@downingventures.com.

