



Product Development Executive

About us:

Downing is a fast growing, entrepreneurial investment manager based in the City of London. Our passion is finding and funding great entrepreneurs, helping them grow their businesses in the real economy. Our ability to adapt and innovate to create investment products for our customers is key to our growth and success.

Downing has been raising money for, and investing in, UK businesses for over 30 years. We manage funds in excess of £1 billion, driven by an experienced team which now numbers around 160 staff. We raise around £200 million a year, with the support of 25,000 retail investors who trust us to invest on their behalf.

We invest across a range of sectors and products and continue to develop our offering to ensure we are at the forefront of the industry.

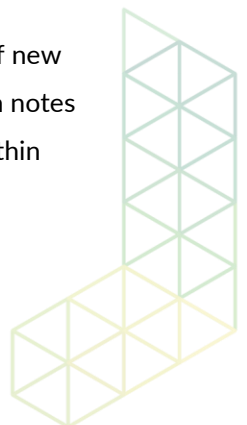
Downing has developed into a large and prosperous company with a fast-moving meritocratic and entrepreneurial culture. Our core values of flexibility, transparency and integrity are vital to everything we do – from the business we invest in to the people we hire.

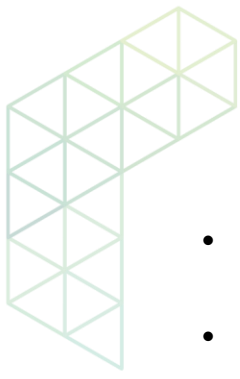
Role and key responsibilities:

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. The successful candidate will support the Product Development Director and Manager, and work alongside the wider Product and Communications team.

Responsibilities will include:

- Working with Marketing, Sales, Investment and other teams 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.





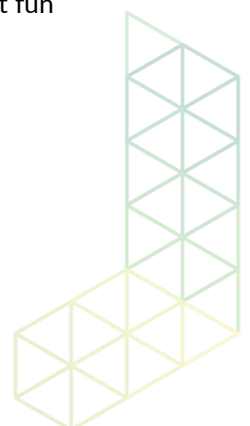
- Helping to manage the drafting process of sales documents and other collateral for various Downing products.
- Completing product information requests from financial advisers and due diligence questionnaires on our products across both Public and Private Equity. This includes updating existing product 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 the New Product Committee 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.
- 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.

Personal profile:

- **Eloquent** – you can explain complex things in simple, relevant terms, and in good English.
- **Customer oriented** - you are approachable, friendly and professional whilst working diligently. Nothing is too much trouble.
- **Passionate about what you do** - you are always happy to roll up your sleeves.
- **Assertive and focus on execution** – you make things happen.
- **Creative** – you think outside the box. Everything can be improved and we want someone who is confident putting forward new ideas.
- **Team player** – have fun! We do our best to cultivate an open, honest, hard-working but fun culture at Downing.





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:

- Reports to the Product Development Manager
- Full-time working from London City office
- All candidates must be eligible to work in the UK or have a working visa

