



Product Development Manager

About us

Downing is a growing, entrepreneurial investment manager based in the City of London. Key to our growth and success is finding and funding great entrepreneurs to help them grow their businesses in the real economy, and creating innovative investment products for our varied customers.

Having raised money for, and invested in, UK businesses for over 30 years, Downing's experienced team of around 160 currently manages funds in excess of £1 billion. Downing raises approximately £200 million a year, with the support of financial advisers and thousands of retail investors who trust us to invest on their behalf.

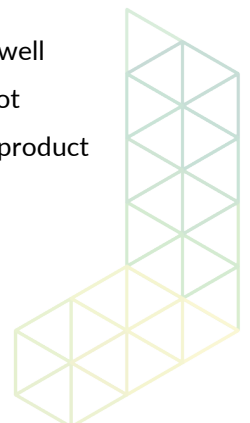
We invest across a range of sectors and manage a variety of products as we continue to develop our offering to ensure we are at the forefront of the industry. Downing is committed to investing responsibly and last year became a signatory of the United Nations Principles of Responsible Investment.

We have developed into a large and prosperous company with a fast-moving, meritocratic, and entrepreneurial culture. We are enterprising, straightforward and value relationships with all our stakeholders; and we expect our people to act with integrity at all times. These core values are vital to everything we do – from the businesses we invest in, to the people we hire.

Role and key responsibilities

Candidates must have at least three (and ideally five) years' experience working in private equity/venture capital, with particular expertise in tax efficient products such as VCT, EIS or IHT retail funds, or a combination of these. The candidate will have worked in a role with responsibility for the design and/or operation of these types of products, including dealing with technical questions and launching new products or new versions of existing products.

The right candidate will have strong attention to detail, organisational skills, the ability to work well under pressure and be deadline oriented. Some management experience would be useful but not essential. They will report to the Product Development Director as part of a broad and diverse product team that includes communications, marketing and digital roles.



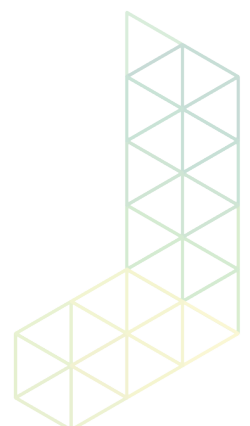


Responsibilities will include:

- Leading a cross functional team to launch new products. This includes the project management of the process, alongside the Product Development Executives, and preparation and review of offer documents, external research notes, presentations, sales aids and due diligence questionnaires. It also includes any data verification required for these products.
- Project managing the launch of new bonds for the Downing Bond platform, working with the investment team as required.
- Completing and reviewing product information requests from financial advisers and due diligence questionnaires on our existing products across both Public and Private Equity. This includes updating existing product reviews from external research analysts.
- Responding to, and gaining external advice on, technical queries from financial advisers across our product range.
- Organising and running the Product and Distribution Governance committee, which is responsible for making key new product decisions for Downing and for ensuring all Governance requirements are maintained for our products.
- Working with the Product Development Director on new product ideas, alongside other teams within the company as appropriate. Preparation of the required product papers to get new products approved as necessary.
- Producing competitor analysis both for existing products and prospective new products and presenting to relevant interested parties including Sales and Senior Management.
- Analysis and reporting on product performance, product profitability and target markets.

Key technical skills and knowledge required

- Educated to degree level, preferably in business/economics/accounting/legal-related subjects.
- At least 3 years' experience in a private equity setting with VCT/EIS/IHT product knowledge.
- Numerate – some experience in accounting or a strong mathematical background.
- Excellent written and verbal communication skills.
- Ability to manage complex projects from inception to launch.
- A desire to develop their knowledge of the product range, and to work in a fast-paced entrepreneurial environment.
- Intermediate level proficiency in 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.
- **Collaborative** – proven ability to work as part of a cross-functional team
- **Passionate about what you do** - you are always happy to roll up your sleeves.
- **Assertive and focused on execution** – you make things happen.
- **Creative** – you think outside the box. Everything can be improved; you are confident putting forward new ideas.
- **Team player** – 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, including:

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

Additional details

- Reports to the Product Development Director
- Full-time working from London City office, with possibility of flexible working arrangements
- All candidates must be eligible to work in the UK or have a working visa

