

JOB DESCRIPTION

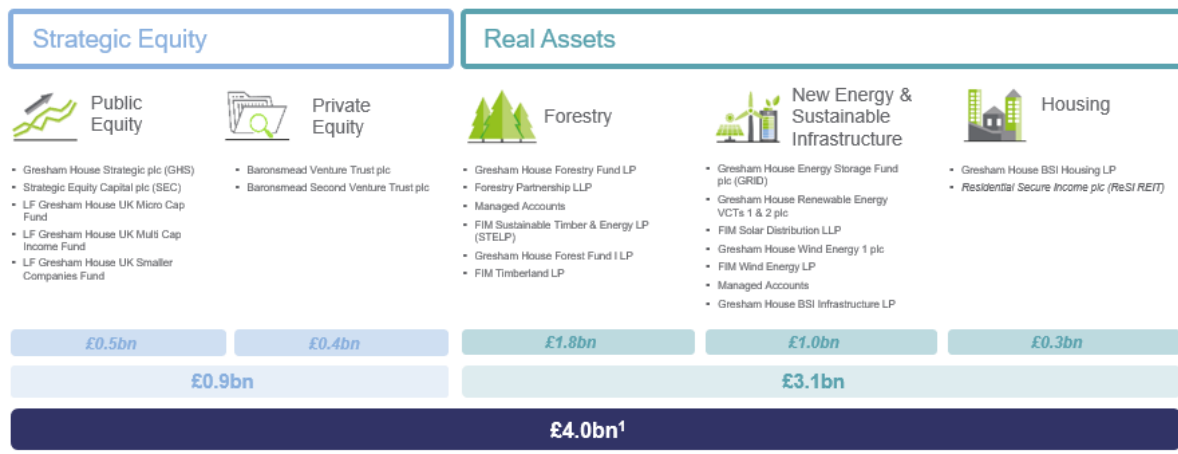
Position Title	Associate Director
Position reports to	MD, Housing
Salary	TBC
Location	London
Position type	Permanent

Business Overview

Gresham House is a specialist alternative asset manager providing funds, direct investments and tailored investment solutions, including co-investment across a range of highly differentiated alternative investment strategies. Our expertise includes strategic public, private equity (private assets), timber, renewable energy, housing and infrastructure. We aim to deliver sustainable financial returns and we are committed to building long-term partnerships with our clients to help them achieve their financial goals.

From a standing start in December 2014, through a combination of acquisitions and organic growth, the Gresham House business has grown exponentially, with assets under management now at c.£4.0 billion, (31 December 2020), providing a strong and scalable platform from which to continue to grow. The team is delivering on its objectives and now has c.120 employees working in London, Oxford and Perth in Scotland.

The business divides into two divisions - Strategic Equity and Real Assets:



1. As at 31 December 2020

Role Objective

Gresham House is growing its assets under management and a key strategic pillar within this is the Housing investment vertical. The Housing investment team are currently investing from two funds and are currently raising capital for a further two funds; all funds invest directly residential property assets and are long-term owner/operators for the assets.

The Housing Division already manage ~£700m of gross assets comprising ~4,000 homes with an ambition to double this number over the coming 2-3 years. To support this growth the investment team are seeking to add an experienced investment professional to the team.

The proposed Associate Director will report directly to one of the Lead Fund Managers within the Housing division and ultimately act as a named Deputy Fund Manager.

Key Responsibilities / Accountabilities

The role is divided into four main areas:

- Investment execution and management (50%):** The Associate Director will be expected to work closely with the origination team and external stakeholders to ensure the delivery of key investments. They will be the “owner” of specific investments and be responsible for:

- Review of internal opportunities presented by the origination team
 - Preparation and review of transaction specific investment models
 - Liaising with, appointing and managing external advisors during the due diligence process
 - Review of transaction specific due diligence and data room
 - Attending and leading project meetings
 - Ensuring internal investment committee and board approvals are in place (including the drafting and presentation of internal investment papers)
 - Manage internal financial models
2. **Fund/Investment strategy (20%):** Working with the lead fund manager and divisional heads to prepare and articulate the fund investment strategy; this will include:
- Preparation of internal returns and taking ownership for the delivery the teams' strategy
 - Take ownership for strategic initiatives within the division (for example building on our existing customer / environmental charters)
 - Representing Gresham House at industry events to build the fund's profile and origination network
 - Performing ad hoc research into new market developments for the lead fund manager and divisional management
3. **Presenting to investors (20%):** Working to support the lead fund manager with communications to current and potential investors:
- Preparation of financial models to support forecasts
 - Assisting in the preparation of investor reports
 - Collation and review of management information and analysis of KPIs
4. **Business support (10%):** Support the wider business in engaging with various counterparts including the development of junior team members.

Qualifications & Experience

- Degree-level education
- 6-8 years relevant experience working as a principal asset-owner at either a fund manager, investment manager or property company
- Required: Training at a recognised accounting firm, investment bank or property company with directly relevant experience of the UK residential sector
- Preferred: Understanding of common UK fund structures and UK debt financing requirements
- Preferred: Experience of sustainability initiatives
- Preferred: Professional Qualification relevant to either the investment, finance property industries (i.e. ACCA, CFA, RICS etc)

Key skills

- Excellent communication, presentation, research and analysis skills

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- Ability to build and maintain relationships with internal and external stakeholders
- Numerical and analytically minded with an understanding and experience in building and maintaining financial models
- Attention to detail whilst managing competing priorities and different projects
- IT literate and in-depth knowledge of the full Microsoft office programs

Personal Attributes

- High levels of self-motivation, drive and determination
- Willingness/desire to work in a fast-paced entrepreneurial environment
- Resilient with the ability to work in a fast-moving environment with limited supervision
- Demonstrated ability to use initiative and make sound commercial judgements in complex ambiguous situations

Gresham House is an equal opportunities employer and encourages all qualified candidates to apply regardless of their racial, ethnic, religious and cultural background, gender, sexual orientation or disabilities. Gresham House is dedicated to encouraging a supportive and inclusive culture amongst all our employees.

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