

RFP Manager

To apply, please email your resume and any additional information to careers@capdyn.com

Role: **RFP Manager**

Location: **Zug (Switzerland)**

Contract Type: **Permanent (Full-time)**

Office-based: **3 days per week**

About Capital Dynamics:

Capital Dynamics is an independent global asset management firm focusing on private assets, including private equity (primaries, secondaries, and co-investments) and clean energy.

Established in 1988, the Firm has extensive knowledge and experience developing solutions tailored to meet the exacting needs of a diverse and global client base of institutional and private wealth investors. Capital Dynamics oversees more than USD 14 billion in assets under management and advisement and employs approximately 150 professionals globally across 13 offices in Europe, North America, and Asia.

Capital Dynamics is a recognized industry leader in responsible investment, receiving top marks (Five Stars) from PRI across all categories and investment strategies, as well as achieving strong results in GRESB benchmarking for its clean energy strategy.

Department Overview:

Capital Dynamics' Product Development and Strategy ("PDS") team is responsible for the launch of every product on the CD platform across a diverse set of alternative investment strategies and local markets. The team also has ownership of a number of critical strategic initiatives across the Firm including identifying opportunities to expand our investment strategies, launch into new markets, and orchestrate the Firm's ESG program and practices. It is a diverse and global group of talented and highly motivated individuals, which sits at the intersection of investment, sales, legal, compliance, structuring, and responsible investment functions. Exceeding in this role requires strong critical thinking, the ability to construct an argument and communicate effectively (both verbally and in writing), as well as strong quantitative fundamentals and an understanding of the private markets.

Role Purpose:

Capital Dynamics is seeking an experienced **RFP Manager** to join our Product Development and Strategy (PDS) department, working in the Zug office. The RFP Manager will be responsible for managing the end-to-end process for all Capital Dynamics RFPs, RFI's consultant requests, and other questionnaires including DDQs across our Private Equity (primaries, secondaries, and co-investments) and Clean Energy strategies.

The RFP Manager will be responsible for keeping the Capital Dynamics RFP database up to date with the latest answers, data, and related information including maintaining and refining a quarterly review process across all relevant departments in our organization. The post-holder will collect, craft, and summarize quantitative and qualitative information about Capital Dynamics' Clean Energy and Private Equity including performance and investment philosophy, while simultaneously understanding the respective market factors at play for reporting to our client base and driving the growth of our strategies. The role requires a professional with strong financial and technical writing skills, attention to detail with the ability to produce long documents which are internally consistent and with minimal errors.

The successful candidate will be process driven, possess excellent project management experience, and must be excellent at organizing and coordinating a wide group of collaborators to deliver projects on time with a review process built in for key members of the firm including investment management, sales, legal & compliance and operations teams.

Key Tasks and Responsibilities:

- Complete RFPs, due diligence questionnaires, surveys, and other opportunity-related requests from our global client and prospect base for the company's Private Assets offerings.
- Effectively manage all end-to-end RFP processes.
- Illustrate strong financial writing skills with experience using Excel to effectively present financial data.
- Have a strong understanding of basic financial concepts and technical writing, with experience using Excel to effectively synthesize and present financial data.
- Act as the first point of contact for the Product Managers as well as the Sales team for the completion of RFPs.
- Act as a key liaison for the various internal departments providing the data for the completion of RFPs.
- Act as the coordinator with the company's internal departments for the completion of opportunity-related requests in a timely manner.
- Maintain and proactively update and maintain the RfP database and corporate data, including but not limited to Human Resources and similar data and company statistics.
- Ensure that all the materials are produced in accordance with the Firm's highest quality standards.
- Have outstanding attention to detail, organization, and prioritization/resource allocation skills.
- Assist in streamlining the RFP evaluation and completion process in coordination with the Product Managers.
- Have financial markets awareness or a basic understanding of financial concepts.

Key Competencies:

- Track record of writing sophisticated professional presentations, and presenting high-impact messages in a clear, aesthetic format (using original ideas where necessary).
- Strong project management skills and a process-oriented approach to work.
- Strong interest in Private Assets, with a particular interest in Private Equity and Clean Energy.
- Ability to write content as well as edit material with a very high degree of precision.
- A high level of technical financial knowledge and analytical ability is highly beneficial.
- Exceptional attention to detail and ability to proofread own work and work of others.
- Willingness to work across time zones and in a performance-driven, sometimes high-pressure environment.
- Highly developed interpersonal and customer service skills and the ability to be both a self-starter and a team player.

Education and Qualifications:

- Minimum of 6 to 10 years of experience in a similar financial sector and/or marketing role.
- Minimum undergraduate degree from a recognized college/university.
- Preference for Bachelor or Master in English Language, Marketing, Law, Finance, Business Administration, Economics, or related field.
- Exceptional proficiency in Microsoft Word, PowerPoint, and Excel.

Languages:

- Must be fluent in English and German and display superior writing skills.
- Proficiency in another European language; preferably, Spanish, French, or Italian is highly desirable.

Diversity & Inclusion:

Capital Dynamics is an equal-opportunity employer committed to creating a globally diverse workforce. We are a global company with 24 nationalities represented across our staff in 13 offices, spanning North America, Europe, the Middle East, and Asia. We believe diversity and inclusion (“D&I”) are key to being better at what we do, and our initiatives are designed to attract, develop, and advance talented individuals, regardless of race, sexual orientation, religion, age, gender, disability status or any other dimension of diversity. We welcome and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join Capital Dynamics.