

FUTUREGROWTH

/ ASSET MANAGEMENT

FUTUREGROWTH ASSET MANAGEMENT IS RECRUITING!

We have an exciting opportunity available for a **Presentation Specialist** in our Marketing team.

Futuregrowth is committed to transformation. A strong preference will be given to suitably qualified previously disadvantaged candidates.

Presentation Specialist

Are you passionate about design and creating world-class presentations, and seeking a rewarding career in fiduciary asset management? Do you have strong communication and interpersonal skills; are you highly organised and adaptable, with a strong ethical base? Then this position might be for you!

Who is Futuregrowth?

Futuregrowth has been South Africa's leading developmental, responsible and fixed-income investor for over 25 years. We manage a range of fixed interest and development funds and play a key leadership role in the South African asset management industry. We are committed to investing our clients' funds in a responsible manner, with the interests of our clients always coming first.

Purpose of the position

As the Presentation Specialist your primary function will be to coordinate and design presentations that are in line with our brand guidelines. At times, you will be required to create ad-hoc design elements. A secondary function will be to coordinate the relationship between the Marketing and Business Development teams to maintain collaboration, alignment and flow of information.

Key responsibilities of the position

1. Developing world-class presentations:

- Developing presentations that meet client and brand specifications, including the preparation of supporting information packs as required, within specified deadlines and turnaround times. Presentations include but are not limited to:
 - Product/Company Introductions;
 - New Business Pitches;
 - Due Diligences;
 - Report Backs;
 - Campaigns; and
 - Roadshows.
- Working with the Communication Editor, interpreting the message/story of each presentation so as to visually represent content in a creative way.
- Using various design tools/packages to visually represent content.
- Coordinating the data/input from presenters and other sources for the compilation of presentations.
- Managing the presentation schedule to ensure that all presentations in the calendar are completed within required deadlines.

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- Sourcing information from various internal teams or individuals, and internal platforms.
- Ensuring that Futuregrowth presentations are consistent with the brand's visual language.
- Maintaining data required for presentations as part of master slide packs.
- Developing or assisting internal clients with ad-hoc presentations.
- Being responsible for printing the presentation booklets.

2. Creating ad-hoc design elements:

Developing ad-hoc design elements from a brief. Examples of the type of elements are graphics for invitations, social media postcards, content-related imagery, etc.

3. Ensuring a strong working relationship between the Marketing and Business Development teams.

- Coordinating the relationship between the Marketing and Business Development teams to maintain collaboration, alignment and flow of information.
- Being aware of activities happening in both teams to ensure opportunities are seized across all touch points.

Knowledge and experience required

Skills, know-how and experience:

- Ability to interpret data i.e. data visualisation;
- Excellent communication skills (including verbal and written);
- Ability to work under pressure when needed and to deadline;
- Experience in the asset management or broader financial industry would be preferable;
- Will be expected to upskill on basic financial knowledge and themes where necessary; and
- Strong coordination skills to manage various inputs from a range of sources.

Technical/ professional qualifications:

- Advanced PowerPoint technical skills;
- Proficiency in design packages/software (InDesign, Illustrator, Photoshop);
- Proficiency in MS Word and Excel (able to input formulas and use Vlookup); and
- Graphic design qualification or similar would be an advantage.

Key behaviours and competencies:

- Collaboration and team work;
- Good creative and numerical ability;
- Being client centric with external and internal clients;
- Being able to adapt to ad-hoc requests;
- Self-motivated, disciplined and diligent;
- Excellent attention to detail and accuracy;
- Assertiveness;

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- Display drive, purpose and initiative;
- Learning agility (curiosity and willingness to learn);
- Strong inter-personal skills, with the ability to interact at all levels and across various teams;
- Excellent planning and organisational skills; and
- Ability to manage a high stress environment.

The role offers an exciting opportunity to work with a dynamic and fast-paced team in a growing sector. The ideal candidate will be creative with strong design thinking and excellent attention to detail, be well-organised and able to work effectively in a team environment.

Recruitment process and closing dates

Selected candidates will need to attend a series of competency-based interviews/ activities and a psychometric assessment.

Contact details

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