



WHEB Asset Management RFP Manager Role

November 2021

Pioneering impact investment firm WHEB seeks a Request for Proposal (RFP) Manager to support rapid business growth.

WHEB Asset Management

WHEB is a pioneer in sustainable and impact investing. Our mission is 'to advance sustainability and create prosperity through positive impact investments'. We do this through a single, long-only, global equity strategy, investing in companies that provide solutions to sustainability challenges. With a track record of over 15 years, we are one of the early innovators in listed equity impact investing.

As a [Certified B Corporation](#), WHEB is part of a global movement of stakeholder businesses, which consider the impact of business decisions on our employees, clients, suppliers, the community, and the environment, as well as our shareholders.

For more information about WHEB Asset Management see www.whebgroupp.com.

RFP Manager role

WHEB is looking to add an RFP Manager to the team, based in London, on either a full or part-time basis. This is a new role, created in response to rapid business growth. The successful applicant will work alongside all business functions to become an expert on WHEB's investment strategy, though predominantly alongside the business development and investment teams. As this is a new position, there is scope for the successful applicant to make the role their own. In the first instance, the priorities of the role are to:

- Oversee WHEB's responses to client and potential client questionnaires and due diligence requests
- Supervise WHEB's in-house RFP system – RocketDocs
- Update and maintain investment consultant databases
- Maintain WHEB's standard Investment Process Documents

Additional needs of the role:

- Develop a detailed knowledge of WHEB's investment process and strategy which employs a fundamental and long-term approach based on a deep understanding of the companies and industries that solve sustainability challenges.
- Work together with and co-ordinate internal contributors to develop a repository of templates for high-quality and accurate responses to questions
- Establish tracking system with win-loss information
- Review and analyse RFPs to recommend enhancements
- Potential to take on other business development projects, including CRM system management and management information reporting.

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WHEB Asset Management LLP is a limited liability partnership registered in England with registered number OC341489 and with its registered address at 7 Cavendish Square, London, W1G 0PE.

A list of members is available for inspection at its registered address. WHEB Asset Management LLP is authorised and regulated by the Financial Conduct Authority.

The Successful Applicant

The successful applicant will have, as a minimum:

- at least five years of relevant experience in a related professional field such as, but not limited to, sustainability or asset management.
- a demonstrable understanding of – and passion for – sustainable and environmental investing; and,
- excellent written and oral communication skills.

They will also have the ability to:

- work in a small, close-knit team, where challenge and reasoned discussion are expected and rewarded;
- demonstrate close attention to detail and accuracy;
- organise a varied and complex project workload; and,
- work independently to meet deadlines

Equal opportunities and flexible working

WHEB is an equal opportunities employer and strongly encourages candidates from diverse backgrounds to apply. The role would be suitable for candidates looking for a full or part-time position, and those looking to return to work following a career break. Based at our office in central London, the position will offer considerable opportunity for flexible working, including both office and home-based work. For more information on WHEB's policies and culture please see <https://www.whebgroup.com/about-us/working-at-wheb/>

Process

Applicants should send their CVs, along with a covering letter to laura.grenier@whebgroup.com. The deadline for applications is 31st January 2022. We regret that it may not be possible to contact unsuccessful applicants.