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# Example of Capital Manager Job Description

Our growing company is searching for experienced candidates for the position of capital manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for capital manager

* Perform due diligence on prospective investments including technology/product (leveraging expertise from the firm's operational business groups), business model, financials, competition, market, management, etc
* Collaborate with investment professionals within the Corporate Venturing team and other key internal venture partners including R&D, M&A, businesses and market focused venture teams on specific deals related to APAC
* Participate in and eventually drive negotiation of key investment terms
* Actively participate in managing the venture investment portfolio in APAC
* Be Manager or Executive level
* Be educated to degree level (or equivalent) or have other relevant professional qualifications
* Have experience in business management/business analysis, within an investment banking environment, with product and market knowledge
* Previous business operational risk experience within an investment banking environment is preferred
* Experience with the Deal Gateway system is preferred
* Previous project management experience is an advantage

## Qualifications for capital manager

* Strong ability to initiate and build internal networks/working relationships with senior management at all levels
* Identify and manage operational risks in the region including promoting adherence to global business and Group-wide policies and procedures through the use of Deal Gateway and MacRM, liaising with Global Business Operational Risk Manager (BORM) when required
* Work with business-aligned Compliance to implement operational changes to support the impact of regulatory change
* Work closely with the Business Associate in the team including providing guidance
* Provide local management support to the regional Information Management team
* Assist in the management of day-to-day operational issues in areas such as deal management, marketing/communications, and other ad hoc queries