

Job Description

Position: Associate, Portfolio Company Operations

Position Responsibilities:

Blackford Capital is looking to add an experienced Associate to help augment our growing team. The position will engage across all functions of the firm and will have exposure to the entire deal process from origination and due-diligence through deal structuring and post-investment portfolio management. This role is a balance between financial analysis, business strategy, and sharp execution. The ideal candidate is interested in growing businesses, has superior analytical skills, is extremely organized, and is a prolific writer who prides themselves on thoughtful and eloquent communication. Candidates who take initiative, have a tremendous work ethic and a high level of maturity are considered ideal.

Position responsibilities include, but are not limited to:

- Interface daily with Managing Directors and portfolio company management teams and Board of Directors, providing business related analysis and guidance
- Develop and help implement strategies for specific portfolio companies to increase revenue, improve operations, strengthen financial controls, and increase shareholder value
- Extensive financial modeling including sensitivity analysis to support potential investment opportunities
- Provide financial evaluation of project investment opportunities including review of project documents
- Participate in negotiations on behalf of the firm for new investments dealing with partnership arrangements, financing arrangements, and other project contacts which impact the project return
- Provide ongoing monitoring of assets with the firm's portfolios including review of monthly operating results and maintaining project performance
- Establish and maintain relationship with industry, trade and professional organizations to enhance visibility of the firm and its portfolio companies in the market place
- Travel as needed to portfolio companies

Ideal Candidate Experience:

- Strong academic credentials – bachelor's degree is required, MBA is a plus
- 4-7 years of prior work experience preferred
- Experience in private equity, management consulting, corporate/strategic development
- Prior experience in manufacturing is strongly preferred
- Proven track record of "best-in-class" academic and professional history
- Knowledge of business growth strategy and risk/return characteristics of PE investment opportunities
- Highly analytical; extensive financial modeling skills and experience in Excel
- Previous M&A transaction experience on either the buy or sell side
- Strong interpersonal and communication skills
- Clear, concise writing skills
- Self-directed, self-motivated, hard-working, strong initiative
- Ability to be adaptable in a fast-paced, ambiguous working environment

Compensation: Salary, annual bonus, and carried interest based on experience and performance

To Apply: Please send cover letter and resume to **Megan Scheid** at mscheid@blackfordcapital.com

Blackford Capital is an equal opportunity employer.