

Job Description

Function: Portfolio Company Operations

Position Responsibilities:

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
- 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

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