

## Job Description

**Position:** Junior Analyst, Portfolio Company Operations

**Location:** Grand Rapids, MI

### Position Responsibilities:

Internships with Blackford provide students and young professionals an opportunity to gain valuable hands-on experience in nearly every area of Blackford's business. Interns will work closely with Blackford's investment and operational team to drive value within the organization. Specifically, interns in the Portfolio Company Operations team will provide support in the following areas:

- Governance of existing portfolio companies helping to implement and support business growth and development strategies and initiatives
- Provide hands-on support and analytics for the operational aspects of ongoing strategic initiatives
- Help monitor project progress and support execution of key growth initiatives
- Assist with Board of Director activity and material preparation for board meetings
- Deal sourcing and transaction assistance with M&A activity for existing portfolio companies
- Collaborate to define projects and deliver results with cross functional teams (across the company) on key initiatives with increasing oversight of teams as leadership capability is demonstrated

### Ideal Candidate Profile:

- Preferred majors: Industrial Engineering, Business Operations, Supply Chain Management, Accounting, Finance, Economics
- Outstanding writing skills
- Excellent computer skills including Word, Excel, Outlook, and PowerPoint
- Professional appearance and attitude with solid knowledge of business etiquette
- Great attitude and sense of humor with a calm and professional demeanor
- Dependable, mature, and able to work independently
- Ability to demonstrate good judgment and initiative
- Willingness and ability to effectively interact with investment bankers, Board members, management teams, and others external to the firm

### Commitment and Compensation:

Full-time, Summer internships are paid a weekly rate. Part-time, Fall/Winter internships are unpaid. Interns can also, in most cases, earn college credit through their college or university.

- Winter (January-April) – part-time flexible around school schedule, 15 – 20 hours per week
- Summer (May-August) – full-time, 50+ hours per week
- Fall (September-December) – part-time flexible around school schedule, 15 – 20 hours per week

**To Apply:** Please send cover letter and resume to [info@blackfordcapital.com](mailto:info@blackfordcapital.com)

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