



# GLADSTONE MANAGEMENT

## POSITION DESCRIPTION AND CANDIDATE SPECIFICATION

**Position Title:** Managing Director – Equity/Mezzanine Investing  
**Company:** Gladstone Management Corporation is the investment adviser to Gladstone Capital Corporation, a senior and sub-debt lender, and Gladstone Investment Corporation, a mezzanine debt and preferred stock investor.  
**Position Location:** In either McLean, VA, Atlanta, GA or Boston, MA  
**Reports To:** President and Chief Investment Officer

### Education

**Required:** BA or BS, College degree from a good university  
**Desired:** Degree in Finance or Accounting  
**Desired:** MBA  
**Desired:** credit training in a lending institution's training program

### Experience/Skills

**Required:** Five years or more of relevant lending experience in senior, subordinated and mezzanine loans to small and middle market portfolio companies owned by private equity funds.  
**Required:** Strong background in underwriting the credit of small and medium-sized businesses.  
**Required:** Good working knowledge of Excel and Word.  
**Required:** Ability to compose investment committee presentations.  
**Required:** Ability to develop, communicate, and focus on key issues in complex situations.  
**Required:** Excellent knowledge of financial reports.  
**Desired:** Experience dealing with sponsored companies.  
**Desired:** Experience in a specific industry or lending in a specific geographic area.  
**Desired:** Extensive contacts in the buyout business.  
**Desired:** Experience with problem loans and companies.

### Personal Attributes

- Uncompromising personal integrity.
- Tenacious in meeting deadlines, with a strong sense of urgency and good self-management discipline. Capable of working effectively under pressure.
- Organized and efficient, with good ability to define priorities; good at figuring out the processes necessary to get things done.
- Works well without close supervision.
- Good interpersonal and communication skills. Ability to work through conflicts, gain trust and persuasively influence outcomes.
- Able to adapt to differing situations and changing priorities.

- A confident, team player who listens to internal and external input but can take decisive action.

### **Position Responsibilities and Goals**

- I. Develop and implement a marketing plan for a geographic area or a specific industry
  - A. Responsible for marketing to find good companies in which to invest.
  - B. Responsible for reviewing and structuring each new investment
  - C. Responsible for due diligence of each investment
  
- II. Present to the Investment Committee
  - A. Prepare and make presentations and recommendations to the Investment Committee
  - B. Manage professionals who are members of the investment team
  - C. Review all models to assure they have the correct assumptions and calculations
  - D. Identify and assess each key risk
  - E. Price appropriately for the risk
  
- III. Build a portfolio of performing senior, subordinated and mezzanine loans.
  - A. Develop special knowledge of one or more industries.
  
- IV. Travel required to visit potential investments.

### **Benefits and Miscellaneous**

- Long-term incentive compensation program
- Retirement plans: 401K Plan, 529 College Savings Plan, Section 125 Flexible Spending Accounts and Deferred Compensation Plan
- Insurance plans: Health, Dental, Vision, Life, STD, LTD and AD&D all fully paid for by the Company.
- Leave – the Company offers Vacation, Sick and Holiday leave.

### **Company Information**

Gladstone Management Corp.  
1521 Westbranch Drive #200  
McLean, VA 22102  
General number: 703 287-5800

[www.gladstonecapital.com](http://www.gladstonecapital.com)  
[www.gladstoneinvestment.com](http://www.gladstoneinvestment.com)  
NASDAQ: GLAD and GAIN

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