



## POSITION DESCRIPTION AND CANDIDATE SPECIFICATION

**Position Title:** Investment Banker and Treasurer  
**Company:** Gladstone Companies  
**Location:** McLean, Virginia  
**Reports to:** President of Gladstone Administration (working closely with the CEO and others in top management)

### Education

**Required:** College degree from an accredited school

**Required:** Degree in Finance or Accounting

**Desired:** MBA

### Experience/Skills

#### **Required experience:**

- Debt Financing – must have experience raising long term debt for financial institutions or businesses. Must have contacts in the debt marketplace and with institutions that purchase long term debt securities from institutions like the Funds managed by Gladstone Management Corporation.
- Bank Borrowing Experience – must have experience borrowing from banks and other financial institutions for lines of credit.
- Equity Financing – must have experience raising equity financing for businesses. Must have contacts in the equity marketplace and with institutions that purchase equity securities from institutions like the Gladstone Companies.

**Required skill:** Must have strong negotiation skills and experience negotiating loan terms and borrowing documents.

**Required skill:** Must have experience reviewing and verifying cash flow projections.

**Required skill:** This person must be hands on, we are a small organization and everybody is hands on and there will be no staff to support this position in the near term.

**Required skill:** Strong knowledge of Microsoft Office products and especially Excel, Word and Outlook as you must the position is hands on.

**Desired experience:** Securitization – it is desirable that this person have experience in the securitization of pools of loans for banks or other financial organizations as this position will be involved in any securitization of loans of the 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 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**

Primary responsibility for this position will be to raise debt capital for the funds managed by Gladstone Management Corporation and assist with raising equity capital for the same Funds. Along with assisting with raising debt capital for portfolio companies of the Funds.

1. Establish lines of credit for the Funds that are flexible and at reasonably priced.
  - a. Through regulatory requirements, lines of credit are one times the equity in the Funds.
  - b. The lines should be equal to or better than the terms lenders provide to the Funds peers.
2. Develop a strong working relationship with ten lenders that provide lines of credit to the our Funds and other funds
3. Become well known to 50 lenders that provide lines of credit to other similar funds
4. Obtain a rating for each of the Funds from a well respected rating agency that is at least a BBB- rating or NAIC-2 designation of the long-term debt.
5. Raise long-term debt on each Fund that is flexible and reasonably priced
  - a. The debt should be for ½ of the equity in the Fund (leverage of 1 to 1) and would replace half of the line of credit.
  - b. The debt terms should be equal to or better than the terms debt that has been raised by the Funds peers.
6. Assist with marketing the stock to new and existing shareholders
  - a. Become known by each analyst writing research reports on the Funds
  - b. Become know by each analyst writing research reports on the Funds peers.
7. Assist with raising equity for the Funds.
  - a. Become known by underwriters of the Funds
  - b. Become known by the underwriters of the Funds peers.
8. Verify the projected needs for cash made by the CFO of the Funds.
  - a. Review and correct cash flow forecast made by the CFO
  - b. Provide input for making cash flows each week
9. Assist Portfolio Management in raising debt capital for portfolio companies.
  - a. Use contacts with the lenders to the Funds to assist in finding lines of credit and term loans for portfolio companies of the Funds
  - b. Use contacts with lenders to the Funds to assist in finding other items needed by portfolio companies such as letters of credit, hedging, leasing arrangements, etc.

### **Benefits and Miscellaneous Information**

- 401K Plan, Deferred Compensation Plan, 529 College Savings Plan and Section 125 Flexible Spending Accounts
- Health, Dental, Vision, Life, STD, LTD and AD&D all fully paid for by the Company.
- Leave: Vacation, Sick and Holidays
- Some travel required

### **Company Information**

Gladstone Management Corporation  
1521 Westbranch Drive Suite 200  
McLean, VA 22102

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[www.gladstonemanagement.com](http://www.gladstonemanagement.com)

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Nasdaq: GLAD, GAIN and GOOD