



GLADSTONE MANAGEMENT

POSITION DESCRIPTION AND CANDIDATE SPECIFICATION

Position Title: Treasurer
Company: Gladstone Administration LLC
Location: McLean, Virginia
Reports to: President of Gladstone Administration
Salary: Commensurate with Experience (call HR for more information)

Education

Required: BBA

Desired: MBA

Desired: CPA

Experience/Skills

1. **Bank Borrowing Experience:** Must have experience borrowing from banks and other financial institutions. This person will negotiate loan terms and documents for Gladstone Capital and other Gladstone entities to borrow from banks and other institutions. This person must be a good negotiator and must have contacts in the lending world. This person will be responsible for all the borrowings of the company. This is a requirement.
2. **Cash Needs Projections:** This person will project the cash needs of the company in order to meet those needs with the borrowings required by the company. This person must be able to work with borrowing base certificates and project the amount of borrowing available under the bank lines and match the needs of the company with the remaining balances on the bank lines.
3. **Good Communication skills.** This person will over time be responsible for communicating with banks, shareholders and others about the company. This person must be able to talk and communicate with lawyers and accountants. This is a requirement.
4. **Presentable:** Person must be very presentable because this person will be representing the company before many different entities. This is a requirement.
5. **Equity Raising Experience:** It would be nice if this person had experience raising equity money for public companies. This person will be involved in the equity raises of the company. This is desirable but not a requirement.
6. **Securitization Experience:** It is desirable that this person have experience in the securitization of pools of loans for banks or other finance companies. This is a desirable item. This person will be involved in any securitization of loans of the company.

7. **Hands on:** We are small and everyone does everything. We all send our own email. We do our own spreadsheets. We don't have secretaries or assistants. Must like to do your own work because it is not likely to change for a few years.
8. **Northern Virginia:** Strong preference given to person living in Northern Virginia.
9. **Knowledge Base:** Must have knowledge of Word and Excel in order to be able to perform the task of the job. We are still small so we do our own work and don't have secretaries.

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.

Benefits and Miscellaneous Information

- Deferred Compensation Plan
- 401K 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 may be required

Company Information

Gladstone Management Corporation
1521 Westbranch Drive Suite 200
McLean, VA 22102
Contact: Paula Novara Head of HR
Tel: 703 287 5885 Fax: 703 287 5886

www.GladstoneCompanies.com

Nasdaq trading symbols: GLAD, GAIN and GOOD