



GLADSTONE MANAGEMENT

POSITION DESCRIPTION AND CANDIDATE SPECIFICATION

- Position:** Analyst or Sr. Analyst depending on experience level - This individual will work in our debt focused fund (Gladstone Capital) which invests in leveraged loans to lower middle market businesses. The analyst position will support the assessment and closing of new business opportunities, as well as, portfolio management related to existing investments.
- Company:** Gladstone Management Corporation is the investment adviser to Gladstone Capital a publicly traded Business Development Company (Ticker: GLAD) and three other publically traded funds with total assets under management of \$1.9B.
- Location:** McLean, Virginia
- Salary:** Commensurate with Experience

Education

Required: BA or BS College degree and strong financial knowledge base including some combination of Finance or Accounting degree or formal credit training program.

Experience/Skills

Required:

- Must have at least two years of experience as an analyst in investment banking, leveraged finance, commercial lending or equity investing.
- Solid working knowledge of financial reports and analytical capabilities.
- The ability to build complicated financial projection models utilizing Excel.
- Solid communication skills - able to develop and communicate both verbally and in written format.

Desired:

- Experience performing financial due diligence and underwrite leveraged financings for middle market businesses.
- Experience preparing investment thesis memos

Personal Attributes

- Uncompromising personal integrity.
- Self-motivated with strong work ethic and ability to work without close supervision.
- Organized and efficient – able to define priorities and ability to manage to tight deadlines/completion.
- Good interpersonal and communication skills to interface with Gladstone management and upper-level individuals at banks, equity groups, and borrowers.
- Confident team player – able to listen to internal/external input and take decisive action.

Responsibilities-Goals



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Responsibilities to include working with other senior investment professionals as part of a deal team to assess, underwrite and close leveraged financing origination activities, as well as, provide ongoing oversight of an assigned portfolio of 10-15 existing debt investments.

Responsibilities to include:

- Perform all aspects of financial modeling for new and add-on investment opportunities
- Conduct financial and general business due diligence on middle market business investment opportunities
- Coordinate and review any third-party financial, industry, legal, insurance, environmental, technical studies
- Prepare investment memoranda for Gladstone Investment Committee
- Spread, analyze and review portfolio company performance
- Assist in portfolio company governance and ad hoc projects
- Assist in quarterly evaluations and valuations of portfolio companies
- Prepare portfolio analyses, roll ups, and schedules
- Assist in any areas of expertise within a specific industry.

Miscellaneous Information

- 401K 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

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www.GladstoneManagement.com