

Position Profile

VICE PRESIDENT – LEVERAGED FINANCE PORTFOLIO MANAGER

***P.E. Sponsor Direct Leveraged Finance
Private Credit and Specialty Finance Firm
Chicago, IL***

Company Overview

Our client is a direct leveraged lender to private equity-owned companies with EBITDA between \$10MM and \$200MM, with the “sweet spot” being borrowers in the \$50MM-\$100MM EBITDA range. It is Agent on the majority of deals in the portfolio, including being Lead Left on 91% of the transactions it originated and closed last year.

Essential Duties and Responsibilities

The Leveraged Finance Portfolio Management Group is seeking a Vice President in the firm’s Chicago office. The Portfolio Management Team supports the business through performance monitoring and in-depth credit analysis of existing investments, as well as management of *all* transactions involving existing investments.

- The V.P./Portfolio Manager will be responsible for monitoring a portfolio of P.E. sponsor backed leveraged loans, encompassing mostly Agented deals.
- Execute *all* activities and underwritings of changes and restructurings to the existing loans, including upsizes, dividend recaps, add-on acquisitions, restructures and workouts.
- All workouts at any stage stay within and are handled by the Leveraged Finance Portfolio Management Group.

Additional Duties and Responsibilities

- All aspects of portfolio management including credit analysis, monitoring performance and measuring covenant compliance.
- Maintain a thorough understanding of deal capital structures and business plans, and key risks to performance through discussions with sponsors and company management.
- Synthesize information and draw conclusions to critically assess future performance expectations
- Participate in Underwriting and Investment Committee discussions.
- Coordinate communications among borrower, syndicate members, external counsel and other constituents
- Lead amendments, waivers and consent process for portfolio transactions, including preparing internal credit memorandum and obtaining all required internal credit approvals;
- Lead restructurings of troubled transactions and coordinate with loan workout group, negotiate amendments, waivers and consents and represent lending syndicate in relations with borrowers, sponsors, legal counsel, consultants and other third parties;
- Prepare periodic credit reviews of assigned deals;
- Work with Capital Markets and Syndications team in sell down of loan exposures;
- Manage internal and external reporting requirements

Qualifications

- Minimum 5 years of relevant leveraged finance experience, including underwriting, credit, portfolio management and documentation of middle market sponsored backed transactions
- Existing knowledge of leveraged loan market
- General knowledge of cash flow modeling/analysis and valuation skills developed in a financial services environment

COFFIN & ASSOCIATES

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Philip J. Coffin
President

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Qualifications (Continued)

- Strong analytical skills
- Highly organized, accurate, and detail-oriented with the ability to multi-task
- Flexible, team oriented player who will take initiative and work independently
- Highly competent with Microsoft Excel, Microsoft Word, and Microsoft PowerPoint
- Ability to work effectively in a small, fast paced work environment with multiple transactions in various phases simultaneously
- Excellent oral and written communication skills
- BS/BA in Accounting, Finance or related major

Inquiries, questions or resume submissions – please email Phil Coffin – Phil@Coffinonline.com