

OPPORTUNITY PROFILE

PRIVATE EQUITY ASSOCIATE ***Private Equity Fund - Control Investments*** *Washington, D.C.*

Company Overview

Our client is an established private equity fund with over \$500MM AUM that is part of a larger investment management entity. Its focus is control investments in middle market companies.

Primary Near Term Responsibilities and Goals

Take a primary role, under the guidance and mentoring of Managing Directors, Directors and Deal Teams, in new platform acquisitions and portfolio management performing the following functions:

- Financial modeling
- Due Diligence - Involvement in all aspects
- Coordinating and reviewing third-party studies
- Preparing reports for Investment Committee
- Valuations

Undertake selective strategic projects:

- Industry / Competitive Research
- Marketing
- Presentations to Board of Directors
- Recruiting

Assist other Associates in area of expertise.

Experience and Skills

- Minimum two years' experience as an Analyst and/or Associates in a private equity, investment banking or private credit firm with exposure to M&A transactions.
- An excellent working knowledge of financial reports.
- Ability to build complicated financial models.
- Ability to utilize advanced Excel.
- Strong critical thinking – must be able to analyze a business and quickly determine merits/faults.
- Able to develop and communicate key findings and conclusions both verbally and in written format.
- Can effectively represent company in meetings with potential deal sources and business owners.

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 solid ability to define priorities; good at figuring out the processes necessary to get things done.

COFFIN & ASSOCIATES

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Philip J. Coffin
President

Personal Attributes (Continued from prior page)

- Must have a strong attention to detail but be able to balance it with “not losing the forest from the trees”.
- Good interpersonal and communication skills. This position requires effective communication with business owners, lenders, banks, and other private equity firms.
- Able to adapt to differing situations and changing priorities.
- Ability to work autonomously – there is limited administrative support.

Education

- B.A. or B.S. degree with courses relevant to financial and business analysis.

Qualified candidates and referrals – Please contact Phil Coffin – phil@coffinonline.com.