

# JOB DESCRIPTION

## Private Equity Vice President

### 2017

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#### **About Concentric Equity Partners**

Based in Chicago, IL, Concentric Equity Partners (“CEP”) is a private investment firm focused on investing in entrepreneurial companies with revenues ranging from \$20 to \$200 million. The firm invests primarily in services companies – business, consumer, financial, and technology enabled – in partnership with management. CEP is the private equity investment arm of Financial Investments Corporation, (“FIC”), a private asset management firm that manages investments including: public & private equities and real estate. FIC manages over \$1.2 billion on behalf of a group of Chicago-based families including the Steans family. For more information on CEP and FIC visit [www.ficcep.com](http://www.ficcep.com).

#### **Responsibilities of the Vice President**

Concentric Equity Partners is an entrepreneurial organization with an eight-person investment team responsible for all day-to-day investment activities of the firm. We seek to add a Vice President for a very exciting and unique opportunity to gain experience and build a career with a highly successful Chicago-based private investment firm. While the Vice President will be primarily focused on direct private equity investments, there may be an opportunity to gain exposure to a broader group of investments including other private equity funds (as a limited partner) and real estate.

The Vice President will have the opportunity to participate at all levels of transaction execution, be a member of a two to three member transaction team and have responsibilities as may be assigned from time to time including, but not limited to, the following:

- Taking a leadership role in the firm’s marketing activities including deal sourcing with firm relationships, investment bankers, brokers, accountants, attorneys and other professionals;
- Managing and mentoring associates in multiple roles including transaction execution, marketing and other firm activities;
- Performing valuation analysis and recommending capital structures to finance structured buyout transactions and/or recapitalizations with a mix of senior revolving & term debt, mezzanine debt and equity (common & preferred);
- Participating in raising senior & sub debt financing for prospective and current portfolio companies;
- Writing comprehensive investment memoranda setting forth the firm’s investment thesis, identifying investment risks, competitive market assessments and return variance analysis;
- Monitoring portfolio financial performance on a monthly basis and working with management teams at portfolio companies to execute add-on acquisitions;

- Organizing the firm's due diligence process including communicating with advisors, organizing/analyzing due diligence materials and managing information flow among relevant transaction participants and capital sources;
- Taking leadership roles in managing new and existing portfolio company relationships;
- Traveling to companies to perform on-site due diligence and traveling to various industry conferences.

### **Qualifications of Vice President Candidates**

- Professional with unquestionable integrity, credibility, and character who has demonstrated high moral and ethical behavior;
- Entrepreneurial background with a track record of understanding and supporting the needs of entrepreneurs and operators in high growth environments;
- 4 - 8 years of experience in investment banking, private equity or mezzanine investing, corporate cashflow lending or corporate development & finance related positions at acquisitive corporations prior to joining;
- Solid knowledge of structured finance, M&A transactions, accounting, and capital markets;
- Advanced financial modeling skills applicable to structured finance transactions, including highly-developed Microsoft Excel proficiency, rate of return, yield and amortization calculations on all levels of leveraged balance sheets;
- Persuasive and critical thinking with an acute ability to communicate in written & verbal form with conviction; comfort with a dynamic, fast-changing environment;
- Ability to communicate complex information in easy-to-understand, direct language; comfort with public speaking and interaction with senior business executives;
- Educational achievement including an undergraduate degree and an M.B.A. from a top business school;
- Very ambitious, resourceful, self-directed individual who anticipates the needs of other team members, demonstrates good judgment in decision-making and can self-prioritize;
- Comfort with small office, execution-oriented environment and an attention to detail in getting work done right the first time.

**INTERESTED CANDIDATES SHOULD  
EMAIL A RESUME TO:**

**Attention: Dana Ralleo**  
[dralleo@ficcep.com](mailto:dralleo@ficcep.com)