



POSITION SPECIFICATION

Position:	Pre-MBA Associate
Company:	Kian Capital
Location:	Two open positions – one in Atlanta, GA; one in Charlotte, NC

ABOUT KIAN CAPITAL

Kian Capital, a private investment firm with over \$425 million of capital under management, provides transformative capital solutions to established lower middle-market companies, often serving as the first institutional capital provider to closely held businesses. Our investments typically incorporate both equity and subordinated debt and we can act in either a control or non-control capacity. Kian Capital has offices in Atlanta, GA and Charlotte, NC.

KEY RESPONSIBILITIES

The Associate will support senior investment professionals in investment sourcing, due diligence, and portfolio management functions of the firm. Specific responsibilities will include:

- **Financial analysis** – Create financial models to analyze cash flows, investment returns, and enterprise values for new investment opportunities and existing portfolio companies
- **Investment approval materials** – Prepare memos and other approval materials for Kian’s Investment Committee
- **Industry research** – Conduct research on market size, growth prospects, demand drivers, key competitors, etc.
- **Third party diligence** – Facilitate diligence activities with Kian’s third-party partners (e.g. senior lenders, accountants, attorneys, IT consultants, strategy consultants)
- **Portfolio management** – Assist with ongoing monitoring and ad hoc strategic projects for portfolio companies
- **Investor relations and fundraising** – Compile financial reports and valuation estimates of current portfolio companies for current and potential investors
- **Marketing** – Provide support and attend industry events, conferences, trade shows, etc.

PROFESSIONAL EXPERIENCE / QUALIFICATIONS

Minimum of 2-3 years of experience in investment banking or lending/credit underwriting, with middle-market experience a plus.

PERSONAL CHARACTERISTICS

Ability to multi-task in a dynamic environment, work independently, prioritize work effectively, and meet stringent deadlines while maintaining high quality of work standards.

- Team player
- Self-starter
- Strong analytical and communication (verbal and written) skills
- Outstanding organizational abilities
- High attention to detail
- Desire to learn

EDUCATION

An undergraduate degree is required. Relevant advanced degrees are a plus.

KIAN CAPITAL CONTACTS

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