



Monroe Capital

Job Description

Title Associate
Department Underwriting & Portfolio Management

Job Summary

We are seeking candidates to join Monroe Capital's investment team for a role underwriting and managing investments in syndicated and club leveraged loan transactions. The candidate will work as part of a team underwriting investment opportunities for various Monroe Capital funds as well as managing existing portfolio investments.

Job Responsibilities

- Analyze potential investment opportunities in syndicated and club leveraged loan transactions for various Monroe Capital funds via review of offering materials, industry research, financial modeling, financial statement analysis and review, etc.
- Prepare investment committee memos for formal investment approval process.
- Interface with investment bankers, private equity firms, third-party due diligence providers, external research resources, and other lending professionals as part of underwriting and due diligence process.
- Participate in review of legal terms and documentation on individual transactions.
- Manage portfolio of existing syndicated and club loans, including performance on ongoing due diligence and monitoring of portfolio companies and communication of updates to the investment committee.
- Prepare memos summarizing amendment transactions for portfolio deals.
- Develop focus on specific industries within portfolio and stay abreast of news, trends, and research in respective industries.

Qualifications

- The ideal candidate will have 1-2 years of experience in one of the following areas:
 - o Leveraged finance, investment banking, or corporate banking
 - o Credit/equity research
 - o Principal investing (e.g., private credit, high yield, private equity, etc.) role
 - o Strategy consulting (e.g., conducting private equity due diligence)
 - o Accountant at a nationally recognized accounting firm
- Bachelor's degree with a strong academic record from a top-tier undergraduate university.
- Strong finance and accounting knowledge required as the candidate will need to be able to build financial models, analyze financial statements, and have a firm grasp on cash flow dynamics.
- Exhibits high level of intellectual curiosity.
- Ability to multi-task while working under tight deadlines.
- Strict attention to detail and strong mathematical skills.
- Extensive knowledge and experience with Microsoft Office products (especially Excel).
- Strong written and oral communication skills, as the candidate will be expected to prepare internal investment materials and present to investment committee.
- Team player that enjoys working in a fast-paced, collegial environment.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.



About Monroe Capital

Monroe Capital LLC (“Monroe”) is a private credit asset management firm specializing in direct lending and opportunistic private credit investing. Since 2004, the firm has provided private credit solutions to borrowers in the U.S. and Canada. Monroe’s middle market lending platform provides debt financing to businesses, special situation borrowers, and private equity sponsors. Investment types include cash flow, enterprise value and asset-based loans; unitranche financings; and equity co-investments. Monroe is committed to being a value-added and user-friendly partner to business owners, senior management, and private equity and independent sponsors. The firm is headquartered in Chicago and maintains offices in Atlanta, Boston, Los Angeles, New York, and San Francisco.

Monroe has been recognized by Creditflux as the 2018 Best US Direct Lending Fund; Private Debt Investor as the 2018 Lower Mid-Market Lender of the Year; Mergers & Acquisitions as the 2018 Lender of the Year; Global M&A Network as the 2018 Small Middle Markets Lender of the Year; M&A Advisor as the 2016 Lender Firm of the Year; and the U.S. Small Business Administration as the 2015 Small Business Investment Company (SBIC) of the Year. For more information, please visit www.monroecap.com.

Contact

Please send all inquiries to: careers@monroecap.com. Interested and qualified candidates should email resume and cover letter with the job title included in the subject line.