

JOB DESCRIPTION

Job Title: Analyst/Investment Officer

Location: Tbilisi, Georgia

About Gazelle Finance:

Gazelle Finance (“Gazelle”) is a \$31M private equity fund (“Fund”) to invest in high growth small and medium enterprises (SMEs) in Armenia and Georgia. Gazelle anticipates expanding into the region as it grows its business and raises additional capital. With an innovative risk capital investment model that employs partially collateralized income participation loans and self-liquidating equity instruments (typical investment size ranging from \$100,000 to \$1 million), the Fund seeks to generate a competitive commercial return on investment to investors, while concurrently targeting economic development objectives. The Fund targets fast growing SMEs (“gazelles”) operating across a range of business sectors, with an emphasis on agribusiness, light industry/manufacturing, healthcare, education, services, tourism/hospitality, and transportation and logistics. Gazelle has its main office in Tbilisi, Georgia with a country office in Yerevan, Armenia and is seeking a core group of investment and finance professionals to spearhead the build-out of operations, develop an investable pipeline, execute transactions, and manage the portfolio.

Summary of the Position:

The Analyst/Investment Officer (IO) will be responsible for country and sector research and analysis, assisting in the development of operations for an investment company in Georgia, providing support to the CEO/CIO and investment professionals to execute fundraising, investment transaction, and financial reporting documentation. The IO is expected to: (i) conduct preliminary due diligence to select the top performing companies for consideration by the Investment Committee (IC); (ii) carry-out necessary financial analysis, including building financial models; (iii) present the business case in the form of a succinct written investment memorandum and presentation to the IC; (iv) conduct detailed due diligence on IC-approved prospective investee companies; (v) execute transaction documentation and disburse investment capital; and, (vi) manage a portfolio of companies to achieve the double bottom-line investment objectives of the Fund (vii) play a supporting role in fund portfolio management processes, monitoring process and institutional investor reporting processes. The position requires a finance and banking background, strong analytical and writing skills, financial modeling skills to carry-out DCF analysis and create pro-forma financial statements, as well as: applied experience in actual deal origination, investment structuring, deal analysis/due diligence, and investment portfolio management. This position reports to the Georgian CIO.

Principal Duties and Areas of Responsibility:

- Originate an investable pipeline of transactions;
- Conduct preliminary due diligence on prospective investees;
- Prepare investment memorandums, financial models, and supporting documentation to be presented to the Fund’s IC for each prospective investment;
- Execute investment transactions (i.e., prepare, execute and register investment documents);
- Disburse funds to investee companies;
- Monitor and track financial performance of investee companies to ensure that loan payments are current and revenue interest payments achieve budgeted targets;
- Engage investees on a regular basis for monitoring purposes and to serve as an active risk/growth investment partner of the companies;

- Utilize Gazelle Finance’s financial reporting systems, and monitor and measure financial and development performance objectives of investees;
- Prepare and deliver reports on financial performance and development objectives for internal purpose and for inclusion in reports to the fund’s board and investors;
- Ensure investees are in compliance with fund environmental, social, anti-corruption, and anti-money laundering policies and procedures, during due diligence of prospective investees and monitoring of investees;
- Monitor collateral / collateral value of income participation loans, release collateral once income participation loans are fully paid off, and in instances of default oversee legal action to collect and repossess collateral;
- Secure an exit of the fund’s equity position from the investee companies;
- Manage the portfolio of investments with the objective to maximize returns to investors and achieve the fund’s development objectives;
- Prepare market, country and sector level research analyst reports;
- Provide financial analysis and modeling support to the country Chief Investment Officer;
- Work independently in small in-country and cross-country Gazelle teams and share knowledge across the organization.

Desired Profile:

- Minimum of 2 years’ professional finance and banking experience in at least one of the following disciplines: commercial banking, private equity, corporate finance, M&A or project finance;
- Native Georgian speaker, fluent in English, conversant in Russian with strong English financial writing skills;
- Experience with financial modeling, conducting due diligence;
- Proven ability to work in a dynamic, fast-paced, high-growth environment where everyone is expected to balance multiple roles and commitments;
- Self-starter with positive attitude, willing to roll-up sleeves and do the actual work and work independently with limited guidance;
- Good networker with solid local network of professional contacts, especially in the small and medium business segment;
- Good communication and negotiation skills;
- Entrepreneurial team player, willing and able to work long hours when necessary and contribute in multiple ways in a growth environment;
- Willingness to travel occasionally in the region;
- MBA or Master’s in Finance preferred;

Compensation: This is a local hire position offering a competitive salary and participation in company incentive program. Standard benefits. Please send CV and cover letter to: jobs@gazellefinance.com.