

POSITION/TITLE: Analyst

POSITION SUMMARY:

This position will report directly to the Vice President of Investments and is a key support member of the TriLinc Global, LLC investment team. The Analyst will participate in the credit analysis and portfolio management of TriLinc's funds.

RESPONSIBILITIES:

Overall

- Assist in performing all tasks necessary to achieve the organization's mission and help execute growth plans.
- Represent TriLinc in a manner that is consistent with our purpose, mission, vision and values.
- Participate in overall strategy discussions for TriLinc Global to ensure we meet our goal of becoming a multi-billion dollar investment company.
- Actively support the culture of accountability for execution and results.

Credit Analysis

- Support the credit analysis performed on portfolio companies within both trade finance and term loans as needed, including: creating and monitoring cash flow projections, and the review of financial statements loan documentation and collateral, and compliance with TriLinc's Investment Guidelines and Restrictions.
- Assist with the review and monitoring of pertinent metrics and covenants that may impact position performance.
- Assist with the review of position level structure and documentation.
- Assist with the monitoring of both macro and credit specific events that could impact performance on a proactive basis.
- Enter and reconcile credit data and generate reports in eFront, including: position metrics, documentation uploads, payment reconciliations and dashboard reporting.
- Prepare Position Monitoring Report for each portfolio company.
- Assist in the preparation of periodic reports for review by the IC, including:
 - Quarterly Update Memoranda
 - Exception Memoranda
 - Credit Committee Memoranda (Gate 1 and Gate 2)
 - Annual Investment Partner Review Memoranda

Portfolio Management

- Assist in updating and maintaining TriLinc's proprietary macro-economic analysis platform (MAP).
- Serve as a non-voting participant of the TriLinc Investment Committee (IC) and Credit Committee (CC).
- Participate in the maintenance and enhancement of all investment department policies, procedures and processes.
- Assist in performing all tasks as necessary to ensure that TriLinc's funds stay in compliance with all regulatory requirements.
- Assist in preparing investment partners quarterly performance report.

Other Investment Department Responsibilities

- Prepare reporting materials for Board Meetings.
- Coordinate all associated materials for Investment Committee and Credit Committee meetings.
- Assist in sourcing and due diligence of new investment Partners.
- Maintain compliant investment department files, including materials associated with investment partner due diligence.
- Develop and maintain TriLinc's industry research library.
- Attend local development finance events.
- Assist other members within the Investment Team as needed.

EDUCATION AND EXPERIENCE:

- At least 2 years of applicable investing experience, with fixed income and/or private asset experience preferred.
- Bachelor's degree (B.A.) from four-year institution, preferably in finance, statistics, mathematics, accounting, economics, or similar related study focus.
- Professional designations in progress a plus, such as: CFA, CAIA, CBA/CBF/CCE, CRC.

SPECIFIC KNOWLEDGE AND SKILLS:

- Passion for our mission to create positive impact.
- Experience utilizing Excel for financial modeling purposes.
- Ability to analytically assess the financial position of a company and communicate findings, both written and verbally.
- Preference for prior experience with managed investment products.
- Interest in socio-economic development and knowledge of emerging market investing a plus.
- Ability to read and interpret complex legal documents.

- Ability to work across cultures, communicate with colleagues in different time zones and be an effective team player. Strong organizational and time management skills.
- Excellent communication skills.
- Flexible schedule to allow for availability to other investment department members as needed.
- Fluency in Spanish is a plus.