

Job Description

Company: Evergreen Business Services

Division: Client Services

Location: Cleveland, OH

Position: Business Analyst, Fund for Employee Ownership

To Apply: Visit our website at www.evgoh.com/ebssapply. Email HR@evgoh.com with questions.

Company Overview:

The Evergreen Cooperative Initiative is a network of employee-owned firms whose mission is to expand economic opportunity for low-income individuals by creating quality jobs with pathways to ownership. Evergreen Business Services (EBS) is an Evergreen Cooperatives company that provides a suite of back-office services to support the operation and growth of new and existing Evergreen portfolio companies.

The Client Services Team Mandate

- Cooperative businesses development and planning
- Business administration, human resources, operation and management services
- Cooperative ownership training and support
- Investment capital management

Position Overview:

This position will support the [Fund for Employee Ownership](#), Evergreen's newest innovation to create employee-owned businesses. The Analyst will be an active member of the acquisitions team, involved with investments from the time they are identified as potential acquisitions, through underwriting, closing, day-to-day management, and ensuring long-term success. Responsible for screening, due diligence, financial modeling, and valuation for business acquisition projects, The Analyst will play a key role in the success of the Fund's team and broader mission.

Essential Duties:

- Assist the Director of Client Services in structuring, researching, and negotiating investments in target companies through financial analysis, financial modeling, industry research, and coordination with external resources;
- Assist with the due diligence, closing, and monitoring functions of the investment process;
- Assist in the development and maintenance of financial modeling and analysis techniques, models, and templates, which are used to analyze and track potential investment;
- Assist in the tracking (valuations), monitoring and evaluation of outstanding investments;
- Build and maintain with established and prospective investments, employees, professional advisors, and pipeline development partners; and
- Perform other duties and take ownership of ad hoc projects across the organization, as assigned.

Supervision:

This position works under the supervision of the Director of Client Services

Job Qualifications:

- Previous work experience involving financial transactions, structuring deals, lending and/or credit analysis, or accounting in the social impact finance, investment banking, or private equity industries required;

- Strong knowledge/abilities in quantitative skills, analytical modeling, research capabilities, due diligence techniques and valuation techniques;
- Strong oral and written communication skills and demonstrated proficiency in writing reports and proposals;
- Strong computer skills (MS Outlook, Word, Excel, Power Point, CRM Software, etc.);
- Natural curiosity, eagerness to learn, a strong sense of urgency, and a positive, can-do/proactive desire to support a broad range of initiatives and tasks;
- Exceptional attention to detail, strong organization skills, and the ability manage multiple, competing priorities while delivering work of high quality, great efficiency, and timeliness;
- Problem solving and critical thinking skills with an analytical, metrics-driven approach to solutions;
- Maturity and professional presence or the ability to remain poised and maintain strong relationships with many different types of stakeholders including managers, internal and external customers, suppliers, employees, community members, and executives;
- High personal integrity and responsible professional judgment with respect to confidential information, respect for others, honesty, and hard work;
- Commitment to the mission of the Evergreen Cooperative Initiative, and;
- Familiarity with employee firm ownership models is a plus.

Work Experience:

- Two to four years of post-undergraduate work experience relevant to the activities listed above.

Education:

- An undergraduate or graduate degree in business, finance, accounting, or related field with a transcript offering evidence of strong academic performance in both quantitative and verbal areas of study.

Compensation:

This is a full-time salaried position with benefits. Compensation commensurate with experience.

About Evergreen:

The Evergreen Cooperative Corporation is network of community-based, employee-owned enterprises, with over 200 employees and a mission to promote, coordinate, and expand economic opportunity for low-income individuals in Cleveland by creating quality jobs.