



Stillwater Asset Management, LLC (“SAM”) is a woman-owned, alternative investment firm focused on private real estate debt opportunities. SAM applies a value investment approach to acquire, manage, and create portfolios of commercial real estate mortgages, small balance commercial loans, and commercial & industrial loans with the goal of preserving the principal investment. SAM provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Vice President of Investments is responsible for the identification of acquisition opportunities, underwriting and due diligence of acquisition opportunities (including oversight of junior resources), managing acquired assets (including oversight of junior resources) and effective communication of investment level activity and details to third-parties, internally and investors. This position will require regular interaction with loan sellers, third-party brokers, asset/loan servicers, third-party advisors (legal, real estate, etc.), management, and investors. This role reports directly to the CIO/CEO and is a key contributor of growth into the business as the market and opportunities continue to evolve.

PRIMARY RESPONSIBILITIES INCLUDE:

Transaction Sourcing and Execution

- Identify and evaluate acquisition opportunities for commercial loans
- Track, monitor, and collect data on any potential transaction acquiring and tracking all data related to SAM’s pipeline
- Liaise with sellers and third party brokers developing relationships that result in: 1) negotiated transactions, 2) invitations to loan sales both competitive and limited competition, and 3) feedback on how to competitively bid and lost bid market color.
- Lead all phases of the transaction process (whether buy or sell) including pricing analysis, structuring, negotiating, and closing
- Structure transactions to maximize returns and mitigate risk
- Prepare Investment Committee memos and presentations with few errors and follow-ups

Due Diligence, Underwriting and Financial Analysis

- Analyze borrower credit, legal documentation, real estate collateral, and loan servicing history
- Create detailed and dynamic discounted cash flow models and valuation strategies with a focus on downside protection and sensitivities
- Create view of potential for borrower and/or collateral property cash flow, market conditions, and exit strategies

Asset Management

- Oversee performance of existing investments including management of servicing relationship; ensure servicing team is monitoring loan covenants, payment performance, and keeping timelines/deadlines as short as possible to reduce duration “chip”
- Develop and create resolution strategies that will maximize returns through reduction in duration, realization of unmodeled upside scenarios (increased interest rates, additional collateral pledges, reduced discounted pay-offs)
- Manage third parties on SAM-driven exit strategies (e.g. Note Sales) including counter parties, legal, or other external advisors



Portfolio Oversight, Reporting and Investor Communications

- Track and report on pipeline performance, underwriting team allocations, and bid to win metrics
- Provide any asset level cash flows/workout changes to Portfolio Management team
- Collaborate with accounting/operations/compliance teams to ensure accurate records and reporting
- Provide ad hoc modeling, sensitivity testing, or scenario examples at request of CIO/CFO
- Create investor presentation materials requested by CIO/CFO

Investment Team Leadership

- Mentor and help train interns, analysts, and associates
- Mentor and help train servicing personnel
- Foster a culture of analytical rigor, proactive problem-solving, and investment discipline
- Contribute to organizational knowledge-building and process improvement

QUALIFICATIONS AND SKILLS

- 5 – 10+ years' (relevant) experience in Accounting, Finance or related private fund environment preferred.
- Minimum of a bachelor's degree in accounting or related field.
- Ability to multi-task, work successfully under pressure, and effectively prioritize and manage time and workload.
- Ability to work in a fast-paced environment and handle/manage multiple team and individual priorities and deadlines.
- Highly developed skills with Microsoft office products with proficiency in Excel.
- Ability to be in office in Stillwater, MN Monday – Thursday of each week
- Demonstrated high level of integrity and trust.
- Successful candidates will have vision and ability to identify and implement opportunities for improvement.
- Willingness to take on new challenges, responsibilities, and assignments.
- Ability to communicate and interact professionally and effectively through written and oral communication with current and potential clients.

Job posting range: \$140,000 - \$180,000

Note the job posting range is exclusive of company benefits or other compensation. This role is also eligible for an annual incentive program and potentially other equity benefits. If you are hired, your final base salary will be determined based on factors such as geographic location, experience, skills, competencies, and/or education.