



Job Description

PCN	08-0402	
JOB TITLE	SR. INVESTMENT OFFICER PROJECT FINANCE	
LOCATION	ANCHORAGE	
RANGE	25/26 FLEX	
REPORTS TO	CHIEF INVESTMENT OFFICER (PCN 08-0229)	
FLSA EXEMPT	YES	
REVIEWED BY (NAME AND DATE)	MEGAN SCHMIDT	MARCH 2023
APPROVED BY (NAME AND DATE)	GEOFFREY JOHNS	MARCH 2023
EFFECTIVE DATE	MARCH 2023	

Position Purpose:

This position is within AIDEA’s Project Finance and Asset Management (PFAM) group, providing project investment and project development analysis, financial structuring, financial and economic analysis and portfolio management services across the lifecycle of horizontal and vertical infrastructure projects in all major sectors and in public private partnership (PPP) projects.

Essential Functions:

- Provides strategic and financial analysis spanning the lifecycle of infrastructure projects, from project development to operation, to stakeholders/potential stakeholders, including government sponsored public private partnership project procurements; bid/sell-side transaction advisory; project finance and development advisory; financial feasibility and business case market analysis; project finance model builds, model reviews, and project finance debt raising advisory; and policy and regulatory advisory.
- Produces key transaction outputs – information memos, investment analysis, modeling analysis, and presents these appropriately to stakeholders.
- Negotiates and coordinates loan/investment documentation with AIDEA’s partners, co-lenders, and applicants.
- Represents PFAM on cross-functional teams of internal and external resources.
- Supports and makes recommendations to Senior Management in the evaluation of tractions for Investment Committee review and on special projects.
- Provides clear and insightful analytic results.
- Builds, reviews, and dissects forecasts and their drivers; conducts scenario analysis.
- Identifies key financial and non-financial risks, and recommends action for mitigation of those risks.
- Identifies performance metrics pertaining to business operations, competitors, benchmarking, etc.
- Analyzes results, perform variance analysis, identify trends, and make recommendations for improvements

- Develops stress-testing methodologies using statistical analysis of the underlying data, understanding of the various economic factors and risk factors that influence the results. Determines the probability of default.
- Determines financial status by analyzing actual results in comparison with forecasts.
- Consults with management to guide and influence long term and strategic decision making within the broadest scope.
- Conducts comparable analysis and market research to support financial analysis.
- Interprets the Authority's programs and works with stakeholders to develop short-term and long-term economic development objectives and programs.
- Develops the strategic and economic plans for financing infrastructure projects, as well as providing support in promoting economic and resource/project development in Alaska by being familiar with and making use of all of the Authority's financing programs and other governmental financing programs.
- Manages the development and financing of resource/infrastructure development projects utilizing a variety of AIDEA programs in conjunction with other state agencies as well as private sector entities.
- Collaborates with other team members structuring development, finance, and business models; structuring public-private financial arrangements; and the management of the portfolio.
- Develops greenfield resource infrastructure projects that make use of AIDEA's finance tools, including loans, bonds, direct finance and guarantees.
- Work closely and collaboratively with staff in other divisions on the development and financing of projects and road, and other infrastructure. This includes but is not limited to overseeing, tracking and communicating with borrowers and their financial institutions concerning required reporting under all PFAM investments and programs.
- Other duties as assigned.

Physical Requirements and Potential Hazards

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Travel is required as needed.

Technology, Equipment, Systems, and Tools

Requires intermediate to advanced skills in word processing, presentation software, database software, advanced spreadsheet software, email and general office equipment.

Critical Knowledge, Skills, and Abilities:

- Strong financial modeling skills, both in building and evaluating detailed financial models.
- Ability to explain complex financial and valuation concepts commonly used in infrastructure development to diverse audiences.
- Strong interpersonal skills and ability to build lasting networks and relationships.
- Proficient in financial forecasting and diagnosis, corporate finance and strategic analysis.
- Thorough understanding of risk analysis and risk management techniques.
- Knowledge of project financing, loans, bonds, guarantees and PPP documentation.

- Knowledge of greenfield development, contract development, reporting criteria, contract provisions, terms and conditions.
- Comfortable dealing with ambiguity and ability to work independently.
- Outstanding presentation, reporting and communication skills.
- Strong team and process management skills; demonstrated aptitude for mentoring colleagues.
- Strong analytical, quantitative and data gathering skills
- Strong problem solving and organization skills.

Desired Qualifications:

- Minimum of ten years of quantitative transactional finance or commercial bank lending experience, with a focus on project/structured finance of large, complex infrastructure projects.
- Prior experience in project financing of government sponsored PPP projects strongly preferred.
- Prior experience in project development within the commercial and industrial sectors represented in AIDEA's loan and investment portfolio (including oil and gas, mining, roads, ports/terminals, shipbuilding and repair, commercial office space, warehousing, tourism, logistics, and federal facilities) strongly preferred.
- Experience in preparing bankability feasibility studies/business cases for infrastructure projects, including PPP transactions.
- Experience taking projects to financial close.
- Bachelor's degree in accounting, finance, economics, statistics, business administration, or another related field required. MBA is preferred.

Distinguishing Characteristics: (for flex positions only)

Range 26:

- Demonstrates strong financial modeling skills, both in building and evaluating detailed financial models.
- Demonstrates solid and consistent ability to handle multiple project development or direct investments (project/structured finance) of large, complex infrastructure projects with little oversight.
- Demonstrates ability to concisely present at board meetings and other meetings to earn buy-in.