

Chatham Financial

Founded in 1991, Chatham Financial is the leading independent provider of currency and interest rate risk management advisory services in the world. Over the past 20 years, Chatham has developed unparalleled market expertise advising on more than \$1 trillion of currency and interest rate hedge transactions for thousands of client organizations in the last three years alone. Chatham's additional services include derivatives accounting (ASC 815/FAS 133 and IAS 39), ASC 820/FAS 157 valuations, capital advisory, and defeasance consulting.

Chatham is an employee-owned, view-neutral consultancy with no affiliation to any financial institution. Chatham consultants seek to earn the trust of their clients by effectively helping them achieve their business objectives. Chatham's approach is highly collaborative, both internally and externally, and designed to fit each client's unique needs. Every client engagement is imbued with the vast collective expertise of Chatham's 200 professionals located across its five offices in the U.S., Europe, and Asia.

Chatham has worked hard to create a distinct work environment that values people, teamwork, integrity and hard work. We always strive to do what is right, just and fair, even when no one is looking. We would rather be governed by principles than rules. We believe leadership should be gained through influence and personal character, not by title or tenure. As a result, we have a non-hierarchical, team-oriented organization. Our interview and employment process is designed to attract people who can subscribe to, and constantly embody, the core values that we represent. Every member of our team must be completely trustworthy, possess high ethical standards, and be a great team player.

The Role

We are looking for someone to be our documentation and process management specialist for a specific client sector team serving clients across the U.S., with the role requiring a physical presence in the Denver office working most closely with the part of the team located in that same office.

Specific responsibilities would include:

- Pre-transaction review of loan documents to structure the bid packages and term sheets used in the subsequent execution of hedging transactions.
- Transaction building and data entry in our transaction management system.
- Coordination effort as well as pre- and post-transaction negotiation to ensure the hedge transaction documentation is complete and that it meets the requirements of the lender.
- In addition to coordinating the receipt of these documents by interacting with bank middle office personnel and legal staff, this individual will also review documents to ensure they accurately and effectively meet loan requirements as they have been set forth in the original term sheet. Documents include trade confirmation, legal opinions, collateral assignment agreements and compliance documentation. Acute attention to detail and a firm grasp of nuanced ISDA concepts is a must.
- Communication and negotiation of revisions with external parties such as the counterparty bank, lender's counsel and borrower's counsel in a timely manner that allows the hedge transaction to be completed and documented on a timeline set forth by the lender and lender's counsel.

- Coordinating resolution of legal/risk/operational issues with bank back office and documentation groups, fostering strong working relationships in the process.
- Negotiation of ISDA agreements, evergreen relationship agreements for clients entering into credit-driven and elective transactions to proactively hedge their interest rate risk. This team member would become an expert in the legal nuances of the ISDA and be able to coach clients on terms that may be favorable or unfavorable. They would then negotiate changes to unfavorable terms with bank relationship managers or legal personnel from both borrower's and lender's counsel.

More general tasks that this team member may be responsible for include:

- Be the primary point of contact for interacting with team members to coordinate team efforts
- Initiate process of client contact for maturing transactions and inquire whether the client would like to renew or replace their maturing transaction
- Track document statuses to ensure that we are working toward completion of all open documents
- Become the team's expert on our transaction management system and help identify and coordinate improvements of that system with technology team

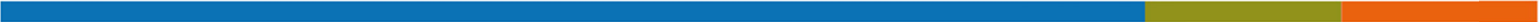
Finally, this team member would assist with ad hoc client requests. Examples of such requests may include:

- Pursuing documentation that would allow a client to terminate a required interest rate hedge
- Ensuring that clients are able to use the company's web site, including ensuring that they are able to logon to the web site and access information
- Load a new client's portfolio of existing transactions into a transaction management system when they become a client
- Work with banks to resolve calculation errors on monthly payments

This is an important role within the team and individuals that perform excellently will be highly valued team members. Career development opportunities involve managing larger team processes, relationships with counterparty banks, and becoming a resident expert in ISDA and related derivatives documentation to be relied upon by a larger population of client managers for your expertise. In an effort to enhance our documentation process capabilities, this role is not structured to lead to consulting clients with hedge strategy and execution, but rather will remain a critical component to the operational effectiveness of the larger hedging team as a highly valued documentation specialist.

Requirements

We are looking to expand our team by hiring a select individual who will thrive in our culture and can make a significant impact over the long term. Most of our team members do not come to Chatham with a deep understanding of derivatives; therefore, we do some classroom and a lot of apprentice-style training. We look for people who are interested in a career in capital markets transactions and have consistently demonstrated drive, initiative, determination, and academic/professional accomplishment throughout their lives. We make a large investment in our employees, and we are looking for individuals who want to make a long-term commitment to our company.



3-5 yrs experience in document management, process improvement, and negotiation (or persuasive communication) are preferred. Skills critical to this role include organization, prioritization, initiative, attention to detail, excellent verbal and written communication skills, mastery of complex legal concepts, ability to appropriately assess and communicate the importance of documentation issues with clients and counsel, and the ability to communicate and negotiate with a wide range of personalities and levels of sophistication. Paralegal certification preferred, but not required.