

ASSOCIATE VICE PRESIDENT | CAPITAL MARKETS

Salary 125,000 – 150,000

Reports to: Senior Vice President – Capital Markets

Essential Functions

- Provide oversight and support towards the development and execution of mortgage lending strategies
- Manage the evaluation and structuring of mortgage-backed securities and related financial products
- Planning, analyzing and underwriting capital market transactions
- Ensure compliance with regulatory requirements and internal policies
- Develop and maintain advanced financial models to support investment decisions and risk assessments
- Conduct comprehensive financial analysis to evaluate performance and forecast trends
- Provide actionable insights and recommendations based on model outputs
- Design and implement hedging strategies to mitigate financial risk related to interest rates and other market factors
- Monitor and adjust hedging positions to align with changing market conditions and risk profiles
- Oversee day-to-day operations of the trade desk, ensuring efficient execution of trades and adherence to trading strategies
- Collaborate with staff to optimize trading performance and manage liquidity
- Partner with the product team on product strategy as it pertains to market execution of new financial products
- Identifying transaction opportunities and investment strategies
- Negotiating debt and equity agreements
- Manage our debt-based capital structure, including projecting our short and long-term capital needs and providing funding recommendations as needed
- Analysis including models and tools, corporate planning and market identification
- Development and documentation of capital markets rationale and strategy, including preparation and presentation of investment memoranda and investor presentation materials
- Gather and assess market intelligence on liquidity analysis, regulatory changes and exchange developments
- Management and oversight of Capital Markets team daily activities

Competencies/Skills

- Exceptional analytical and problem-solving skills, with proficiency in financial modeling software
- Demonstrated responsibility in the creation and execution of business process to achieve management goals
- Strong attention to detail with the ability to stay organized and problem-solve in a fast-paced environment
- Ability to articulate issues, problem-solve, and analyze with creative and outside-of-the-box thinking
- Strong communication skills (written and verbal) with internal and external partners; ability to convey findings in a concise and comprehensive manner
- Effective organization and time management skills
- Capability to build trusting relationships internally and externally, and elicit confidence by demonstrating reliability
- Strong team player with the ability to work effectively in a cooperative and diverse environment

Job Description - AVP - Capital Markets

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Activities, duties and responsibilities may change at any time with or without notice.



- Capacity to analyze processes, support change, and think operationally and strategically to achieve business goals
- Expert use of Microsoft Office Suite

Education and Experience

- Bachelor's degree in Finance, Economics, Accounting, or a related field. An MBA or relevant advanced degree is a plus.
- 3+ years of experience in capital markets, mortgage lending, financial modeling, and other related areas.
- Well-versed in the raising of capital for private and/or public firms required
- Top-tier communication and interpersonal skills required

Accessibility:

At Archwest, we provide healthcare (medical, dental, vision), 401(k) with Safe Harbor contributions, and more. We will also make reasonable accommodations to enable individuals with disabilities to perform essential functions. Please just let us know by contacting us at careers@archwestcapital.com.

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