

## Energy and Sustainability Analyst

The Community Builders, Inc. is the largest nonprofit urban housing developer in the United States. Our mission is to build strong communities where people of all incomes can achieve their fullest potential. We do this by developing, financing, and operating high quality affordable mixed-income housing, by coordinating access to support services, and by planning and implementing other community and economic initiatives critical to the communities we serve. Every employee who works for The Community Builders understands what it means to make a significant difference in the lives of others. We are currently searching for an Energy and Sustainability Analyst to join TCB.

The Energy and Sustainability Analyst will be primarily responsible for the development and management of a broad-based, company-wide strategic energy and sustainability initiatives. Integrate effective energy management and sustainability throughout the portfolio. Ensure that the company's sustainability efforts enhance business performance and supports the long-term interests of The Community Builders, Inc. The position requires the ability to assist in managing electricity and natural gas procurement from data analysis to contracting.

Primary responsibilities include:

- Develop both short-term and long-term strategies to reduce consumption, costs and carbon footprint
- Perform data modeling and collection of energy related data including utility rate analysis
- Review and evaluate site energy bills
- Make recommendations on further energy savings through various energy reduction initiatives
- Lead the effort to create a sustainability vision for the company encompassing people, profit and planet
- Serve as the central point of contact for any and all interfaces with staff on the subject of Sustainability
- Foster a culture of sustainability through ongoing organizational communications and education
- Assist with the formulation of the management company's long-term sustainability vision, mission and operating principles, and lead the development of a strategy to support them
- Formulate action plans
- Collaborate with the company's internal groups to develop a coordinated sustainability plan
- Serve as the internal leader and "go to" expert for sustainability
- Build effective partnerships with external organizations to support sustainability efforts
- Assist Director of Facilities Management and others with environmental projects and compliance as needed in the areas of lead based paint, asbestos, mold, radon, CFC's etc.

Requirements:

- Bachelor's Degree in Bachelor's Degree in Engineering/Business/Finance or a related field with a significant focus on accounting, modeling and business metrics relative to energy management and sustainability
- Minimum of 5 years work experience in an analytical position is required
- Strong proficiency in data modeling using MS-Excel and word processing applications is required
- LEED AP certified (preferred)
- Knowledge of HUD, DOE and other agency / organizations available energy programs
- Creative thinker with effective communication and teamwork skills
- Excellent communication skills: written, verbal and presentation skills
- Strong problem solving, interpersonal and analysis skills
- Ability to interact in a professional manner

- Exhibits sound judgment and professionalism in all aspects of the position
- Able to differentiate between conflicting priorities and issues to identify underlying causes
- Demonstrated ability to manage multiple tasks and assess priorities effectively
- Consistently exhibits company values in all interactions with associates and customers

The position is based in our Boston corporate office in Boston, MA. Interested candidates should forward a resume and cover letter to [MCarmona@tcbinc.org](mailto:MCarmona@tcbinc.org)

The Community Builders, Inc. is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.