

# Sustainability Analyst

Sustainability Roundtable, Inc. - Kendall Square, Cambridge (Greater Boston Area)

## Position Description

SR Inc has immediate and growing needs for hiring a detailed-oriented researcher, experienced in writing. Successful candidates will work directly with SR Inc's EVP of Research & Consulting and Senior Sustainability Analyst.

## Responsibilities

- Compile resources and documents for secondary research prior to SR Inc's report writing phase
- Assist in the preparation of research Reports, Briefings, and Advisories for Members and perform secondary research across most of SR Inc's research topics:
  - Benchmarking
  - Enterprise Carbon Accounting (ECA)
  - Advanced Energy Management Systems (AEMS)
  - Green Certification & Green Lease
  - Project Finance & Valuation
  - Alternative Energy
  - Building Envelope & HVAC
  - Data Centers
  - Lighting & Sensors
  - Employee Engagement Programs
  - Green Cleaning, Recycling
  - Healthy Buildings (thermal comfort, daylighting, indoor air quality)
  - Alternative Workplace Strategy
  - Water
  - Identify best industry practices in sustainability (economic, environmental, social)
  - Track and analyze public policies and government regulations, and rebates and incentives related to sustainability

## Desired Skills & Experience

### Qualifications

- A minimum of college degree in one of the following fields: architecture, real estate, engineering or urban studies/planning, with focus on sustainability, including energy efficiency and high-performing buildings.

### Other Requirements

- Demonstrable ability to ask the right questions to understand a research project and deliver a response efficiently and timely
- Experience in academic or business research, preferably related to sustainability
- Familiarity with key global sustainability issues, and major sustainability initiatives by the private, nonprofit, and public sectors both in the U.S. and abroad
- Experience or knowledge in the field of energy efficiency, sustainability, and high-performing buildings is a plus
- Ability to make independent decisions and demonstrate a high level of initiative and proactive approach to problem-solving and relationship-building
- Excellent research, analytical and organizational skills, with great attention to detail
- Excellent verbal and written communication skills
- Strong teamwork and interpersonal skills
- Proactive attitude