

# senior associate, projects

June 29, 2020

**The Building Energy Exchange is a center of excellence dedicated to reducing the effects of climate change by improving the built environment. BE-Ex accelerates the transition to healthy, comfortable, and energy efficient buildings by serving as a resource and trusted expert to the building industry.**

## Opportunity

The Building Energy Exchange (BE-Ex) is an independent nonprofit driving energy efficiency in the built environment through our first of its kind resource center in downtown Manhattan. We act as a hub for activities that help building owners, operators, and designers save money and reduce pollution and carbon emissions through energy efficiency measures. We provide education, exhibits, targeted research and critical tools to advance the energy efficiency of buildings, directly supporting the City and the State's ambitious climate action plans.

The Exchange is both a place and an objective. We deliver our own programming while also providing a neutral setting for the exchange of ideas and progressive discourse. The Exchange delivers diverse programming, networking opportunities, and actionable information of best practices and technologies. We are also a virtual presence, at [be-exchange.org](http://be-exchange.org), showcasing our research, resources and a community calendar of important events.

Join us and help us transform New York into a cleaner and greener city built to last.

## Profile

Reporting to the Manager, Projects, and working with the Executive Director and Managing Director of Strategy & Programs, the Senior Associate, Projects, assists in all aspects of developing and executing BEE's industry resources — reports, playbooks, curricula, case studies, exhibits and virtual resources — playing an active role in realizing the organization's mission and objectives.

## Responsibilities

- Participate in project conceptualization, research, funding efforts, and development;
- Manage or assist with specific BE-Ex projects, including coordinating with partners, consultants, and clients; research and development; scheduling and documenting meetings;
- Produce project content, such as analysis, copy, and graphics; including interim & final reports, presentations, and web pages;
- Attend and occasionally assist in the production and delivery of BE-Ex programs;
- Maintain a working knowledge of NYC's relevant events.

## **Qualifications**

Candidates with Bachelors or Masters degree in Architecture, Engineering, Sustainable Development/ Management, Environmental Sciences or related fields will be preferred. Candidates with working knowledge of building science and commercial building sector strongly preferred. Excellent references from post-collegiate work experience required. 2-4 years work experience expected for those with Masters degrees, 4-6 years for those with Bachelors. Familiarity with the NYC real estate market and stakeholders a plus.

Salary and benefits commensurate with level of experience.

## **Contact**

info@be-exchange.org with subject: Project Senior Associate - [Name]