**Background**

The New York City Energy Efficiency Corporation (NYCEEC) is a non-profit specialty financier of projects that save energy and reduce greenhouse gases. NYCEEC’s team is passionate about its mission to deliver financing solutions and advance markets for energy efficiency and clean energy in buildings. We do this through the financing of clean energy projects in New York City and the surrounding region as well as through our programmatic work focused on (1) partnering with government entities, other nongovernmental organizations, and private sector lenders, and (2) advancing the field of clean energy finance generally. For more information: [www.nyceec.com](http://www.nyceec.com/).

**Position Overview**

NYCEEC is seeking a resourceful, conscientious Associate to provide support to NYCEEC’s programs and operations. Reporting to NYCEEC Senior Staff and working closely with other members of the NYCEEC team, the Associate will play a significant role in NYCEEC’s work. The Associate will work in NYCEEC’s office in midtown Manhattan.

**Key Responsibilities**

* Conduct research and provide analytical assistance including qualitative and quantitative data analysis/financial modeling to support NYCEEC’s work on existing and new projects
* Develop and produce briefing documents, and presentation materials to summarize and communicate findings and considerations to NYCEEC Senior Staff in support of existing and potential partnerships with a variety of stakeholders
* Provide project management assistance, including development and maintenance of project plans and documents, coordinating project elements, identifying potential obstacles and working with NYCEEC team members to ensure efficient and timely completion of tasks
* Assist with the drafting and editing of grant proposals, grant reports, and project proposals
* Support the development and maintenance of tracking systems for grant and contract commitments and deliverables; provide coordination to ensure timely completion and submission of deliverables and grant reports
* Provide general support for NYCEEC’s operations
* Maintain familiarity with NYCEEC projects, and the ecosystem in which NYCEEC operates; stay abreast of developments relevant to clean energy/energy efficiency finance and public policy
* Special projects as required.

**Qualifications and Skills**

* A demonstrated commitment to NYCEEC’s mission and the transition to a clean energy economy
* Minimum of three to five years of relevant professional work experience required (e.g., business, finance, economics, nonprofit management, public policy or communications)
* Bachelor’s degree required; Master’s degree preferred and may substitute for some of the required work experience
* Excellent writing skills and superior attention to detail; proven ability to effectively interpret and synthesize a variety of inputs from different stakeholders into compelling written materials
* Strong communication skills
* Exceptional judgment, including discretion when handling sensitive or confidential matters
* Ability to manage several competing priorities efficiently and effectively, while meeting deadlines with consistent follow-through; excellent organizational and time-management skills
* Skilled and comfortable using various technology tools, including Microsoft Office (Excel, Word, PowerPoint, etc.) is required; familiarity with Adobe Acrobat Pro DC, Salesforce or other customer/constituent relationship management (CRM) platform, and project management software/tools (e.g., TeamGantt, MS Project, etc.) preferred
* Ability to thrive in a constantly-evolving environment, and to work independently as well as collaboratively, navigating a variety of working styles and personality types

*Please note that this position description contains a general list of the essential responsibilities and qualifications required for the position. It is not exhaustive, and does not represent a contract for employment. NYCEEC reserves the right to modify the position description at any time.*

**Compensation and Benefits**

NYCEEC offers a competitive compensation and benefits package, including paid holidays, paid time off, medical, dental, and vision insurance, and a 401(k) plan.

**To Apply**

To apply, qualified candidates should e-mail a resume and cover letter (in Pdf) indicating why you are interested in this position, what makes you a great candidate for this role, how you learned of the position, and your desired salary requirements to careers@nyceec.com with “Associate-FirstName LastName” as the subject line. **Applications will be reviewed on a rolling basis, so we recommend applying early.** Only candidates selected for an interview will be contacted. No phone calls, please. No recruiters / search firms, please.