



Job Description

Job Title: Portfolio and Sustainability Associate
Type: Full-time, Exempt

Apply at:

<https://goo.gl/PKaP8G>

Mission

BRIDGE Housing strengthens communities by developing, owning and managing high-quality, affordable homes for working families and seniors. BRIDGE's portfolio of housing is currently over 100 properties and 10,000 units throughout California, Washington & Oregon.

Job Purpose

The Portfolio and Sustainability Associate position presents an exciting opportunity to contribute to the success of our high-quality affordable housing while flexing your analytical skills and expanding your knowledge of sustainable building practices.

The Portfolio team is responsible for monitoring BRIDGE's long-term owner interests and focuses on maintaining a healthy portfolio of housing communities by executing on financial, physical and policy opportunities. The Portfolio and Sustainability Associate will be an essential player in facilitating maximum utilization of new information technology, identifying and responding to opportunities for improved energy and water efficiency to meet our Big Reach and Better Buildings Challenge goals, and responding to financing opportunities that support our Portfolio stewardship objectives.

Duties and Responsibilities

- Data collection, validation and maintenance for BRIDGE's database system
- Help develop training manuals and procedure documents for BRIDGE's technology and processes
- Assist in benchmarking analytics and initiatives specific to utility consumption and cost to support BRIDGE's pursuit of the Better Buildings Challenge
- Coordinate regular reporting on energy and greening initiatives
- Coordinate portfolio whole-building greening retrofits and solar projects
- Collate and review loan documents
- Assemble applications for new funding
- Provide functional and administrative support to members of the Portfolio team

Requirements

- Minimum of 1-4 years of relevant experience and knowledge
- Demonstrated high degree of accuracy and initiative in work assignments
- Ability to independently manage simultaneous and competing activities and demands
- Ability to remain organized and meet deadlines
- Experience performing spreadsheet and other financial analysis
- Proficiency with intermediate level Excel (advanced formulas, pivot tables, etc.)
- Scrupulous attention to detail
- Ability to communicate effectively in person and in writing

Preferred qualifications

- Knowledge of current and upcoming energy related legislation and bills that impact multifamily residential communities
- Experience with database management and administration
- Ability to design, prospect and/or develop financial reports (i.e. create ad hoc reports, develop Spreadsheet Gear or Crystal Report mockups and specifications)
- Experience preparing written summaries and briefings of assigned tasks for internal and external dissemination
- Ability to create convincing presentations using PowerPoint, Excel charts, Adobe Acrobat Pro, and other tools
- Demonstrated comfort level reviewing and interpreting loan documents and other formal documentation

Physical requirements

- Ability to remain in a stationary (standing and/or seated) position more than half the time
- Ability to operate equipment that requires constant use of hands/fingers/wrists more than half the time
- Ability to spend more than half the time viewing computer monitors

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

BRIDGE Housing is an Equal Opportunity Employer