



Sustainability Associate

About the National Housing Trust (NHT):

The National Housing Trust (www.nhtinc.org), a strong national nonprofit, located in Washington, D.C., safeguards affordable housing through real estate development, lending, and public policy innovation. With a strong focus on sustainability, our mission is to preserve, improve and revitalize affordable multifamily homes. By doing so, we improve the quality and healthy of neighborhoods for people of all income levels.

Position Description:

The Sustainability Associate will serve primarily as a liaison between the National Housing Trust and its real estate development affiliate, NHT-Enterprise. By working with both NHT's policy team and NHT-Enterprise's Sustainability Department, the Associate will use sustainable development practices to inform national and state energy efficiency public policy. The ideal candidate will demonstrate strong organizational skills, initiative, leadership, problem solving skills, and be comfortable with learning by doing. A sense of humor is also strongly desired!

Key Responsibilities:

Sustainable Management (45%)

- Monitor energy and water usage across the NHT-Enterprise portfolio utilizing WegoWise software
- Identify utility incentives and research/apply for grants to support NHT-Enterprise sustainability work
- Perform energy and water upgrades, including
 - Work with consultants to survey properties and gather information for basic energy audits
 - Develop retrofit project scopes to address findings of energy audits
 - Hire and manage contractors
 - Assemble financing to fund retrofit work
 - Manage consultants and contractors
- Implement the NHT-Enterprise Green Operations & Maintenance Plan, focusing on resident education, green cleaning, integrated pest management, indoor air quality, and recycling and waste management.

Policy Advocacy (45%):

- Track and analyze local and state energy efficiency policies
- Help build and maintain state coalitions of affordable housing and energy efficiency advocates
- Assist the policy staff in developing appropriate policy responses to local and state proposals affecting the energy efficiency of affordable rental housing



- Participate in workgroups with national partner organizations like NRDC, Energy Foundation, ACEEE, NCLC and others
- Contribute to NHT's organizational website and the Preservation Catalogue ("PrezCat") and complete other writing projects as needed
- Conduct utility and multifamily data research and analysis

Coordination between NHT and NHT-Enterprise (10%)

- Take initiative to identify links between development and policy teams
- Promote cross-organizational learning by using sustainable development techniques and experiences to inform public policy initiatives and vice versa
- Schedule and attend regular meetings between Policy and Development teams

Qualifications

- Bachelor's Degree in Public Policy, Sustainability, Business, Construction Management, Environmental Studies, Engineering, Urban Planning, Economics or related field
- 1-2 years of experience in finance, property management, sustainability, green building, energy efficiency, construction, public policy, or environmental management. Knowledge of buildings and property management is a major plus. If you have it, please highlight this experience in your correspondence
- Ability to understand and analyze dynamic data sets
- Proficiency in MS Office, especially Excel
- Excellent problem solving and organizational skills
- Excellent oral and written communication skills
- A demonstrated interest in low-income communities

To apply

If you are interested in this position, please email your resume and a brief cover letter explaining why you are a great fit to hr@nhtinc.org. Please keep cover letters short and specific to job description. Please write "Sustainability Associate" in the subject line of the email. No phone calls.

NHT is an equal opportunity employer.