

Position: Sustainability Associate
Reports to: Director of Sustainability
Office Location: Rockville, Maryland
Position Type: Full Time exempt

The Sustainability Associate is an integral part of the sustainability team; responsible for partnering with various teams to maintain and further The Tower Companies' sustainability and healthy building goals. The Tower Team strives to be a leader in health and environmental responsibility in the real estate industry, by developing and managing high performance properties and being a global voice by sharing our innovative practices and experiences.

The Sustainability Associate will report to and work very closely with the Director of Sustainability. The successful candidate will collaborate with departments throughout the organization such as engineering, property management, construction, and accounting teams. This work spans project management, data gathering in support of industry leading commitments, idea generation and due diligence, employee and tenant engagement, certification assessment and management, and whatever else we deem as a worthy cause for our sustainability program! Successful candidates are confident and collaborative - comfortable working independently and managing multiple priorities simultaneously.

Job Responsibilities:

- Provide project management support including engagement with team members throughout the organization for new and ongoing sustainability-related activities across the portfolio (energy, renewables water, waste, IAQ, health, materials).
- Manage aspects of new and existing benchmarking and third party certification efforts such as LEED, Fitwel and Fitwel Viral Response Module, UL Healthy Building Mark, ENERGY STAR, etc.
- Gather data to prepare annual GHG Inventory Reporting and manage verification process.
- Update data inputs to finalize annual ENERGY STAR Certifications working with vendors and property management.
- Review and support carbon offsets and renewable energy credit purchases.
- Identify, track, and manage documentation process for green building related rebates and tax incentives.
- Assist with budget creation and management, vendor contracts, and invoices.

- Help prepare case studies and presentations and represent the Company at industry events.
- Lead Tower's compliance efforts with BEPS regulatory frameworks in Montgomery County, MD as well as Washington, DC.
- Develop programming and outreach materials to engage and communicate with Company employees, building tenants, and residents to encourage sustainable practices.
- Assist Company employees with questions related to sustainability best practices.
- Research new technology offerings and create associated financial analyses to support ongoing scope 1 and 2 GHG reduction efforts and healthy building goals.
- Other duties as assigned.

Qualifications & Requirements:

- Bachelor's degree in business, engineering, construction, sustainability or relevant work experience
- Minimum 3-5 years' work experience – real estate, energy services, or sustainability field preferred
- LEED Green Associate or LEED AP O+M, Fitwel Ambassador preferred
- Experience benchmarking GHG emissions using industry frameworks
- Understanding of sustainability metrics and tracking methodology across topic areas such as climate, energy, water, waste, and transportation
- Experience successfully managing projects with internal and external team members
- Familiarity with LEED and other sustainability and healthy building certifications and best practices for new and existing buildings
- Proficient in Microsoft Word, Outlook, and PowerPoint – with high level of aptitude working in Excel
- Excellent written and verbal communication skills; confident public speaker
- Outstanding attention to detail and strong analytical skills
- Ability to prioritize projects to meet multiple deadlines in a fast-paced, team environment
- Eager learner and self-starter, interested in staying on the cutting edge of sustainability and healthy building topics and programs
- Ability to be flexible, proactive, and highly motivated with strong organizational skills

Candidates under consideration for hire must submit to, and pass a background check and drug screening according to The Tower Companies' hiring standards. This role requires proof of vaccination against COVID-19, subject to accommodation for religious or medical reasons considered on a case-by-case basis.

The Tower Companies and its affiliates are equal opportunity employers and offer a collaborative and exciting work environment, competitive salary and excellent benefits, which include medical, dental and vision coverage, as well as a 401(k) plan.

If you're interested in this position and working for The Tower Companies, please apply via our candidate portal found within our [careers page](#).

No phone calls please.

About The Tower Companies

For three generations, the family-owned [Tower Companies](#) has maintained a commitment to responsible development and envisions a world where buildings inspire and enrich the lives of their occupants, and create positive social change. The green building leader owns, develops, and manages over 5 million square feet in the Washington, D.C. metropolitan area consisting of office buildings, office parks, lifestyle centers, regional malls, eco-progressive live-work-play communities and hotels with over 8,000,000 SF in the development pipeline. The Tower Companies built Blair Towns, the first LEED certified residential community in country. The Tower Companies is recognized as an international authority in the industry, and has been recognized for its commitment to sustainability and energy independence by numerous national organizations and federal agencies, including US Green Building Council, US Department of Energy and the US Environmental Protection Agency.