

Description

Since 1982, TA Realty has made private real estate investing our sole focus —and that focus sets us apart. We strive to embrace our investors' priorities as our own, delivering outstanding results year after year.

Drawing on its private equity roots, TA Realty has a flat organizational structure and benefits from an entrepreneurial culture where professionals from the primary disciplines of Investor Relations, Acquisitions, Asset Management, Portfolio Management and Finance and Operations work together to manage its real estate investment portfolios from acquisition through disposition.

Position Description

TA Realty is currently seeking a highly motivated, well-rounded, and extremely organized associate with three to six years of experience in commercial real estate to support our corporate sustainability program. We are currently looking for someone who is passionate about Environmental, Social, Governance and Resilience (ESG+R) and can help manage initiatives across the firm that drive improved financial and environmental building performance. You will work directly under the company's VP, Head of ESG+R and work closely with asset managers, investor relations, the acquisition team and others.

Essential Job Functions

- Conduct research and investigation into industry trends, best practices, and ESG topics.
- Develop positive working relationships with asset managers and property teams, including regular communication with both technical and management stakeholders.
- Manage our third party consultant who analyzes environmental performance data including energy, water, and waste utility consumption and costs; benchmark performance; and monitor and interpret performance trends.
- Support identification and coordination of ESG projects and initiatives at property and portfolio levels. Examples include energy and water efficiency programs, implementation of operational best practices, and strategic outreach/messaging campaigns.
- Track task requirements, status, and deadlines to support consistent, timely delivery of work products and technical input across multiple clients and internal teams.
- Provide support for industry reporting initiatives, such as GRESB, UN PRI, TCFD and SFDR.
- Manage the transition of newly acquired investments from the Acquisition team to Asset Management, specifically concerning ESG+R recommendations.
- Assist in overseeing Sustainability Consultants and tracking their progress at the asset level. Consultants include but are not limited to Lord Green, Black Bear Energy, Site LogIQ, Munich RE, etc.

- Perform research to evaluate new technologies and IOT for buildings related to their reduction of Energy, Water, GHG, Waste, and increased health and wellness for tenants.
- Understand Green Building Certifications and assisting in the certification of TA's portfolio, where it applies. Overseeing certification process at several assets per year.
- Work with consultant to certify TA's corporate space with WELL Certification.
- Organize and track our corporate data in all offices.

Requirements

- BA/BS degree in real estate, finance, engineering, sustainability or related field with strong record of academic achievement
- 3-6 years of relevant experience
- Knowledge of how real estate investment managers operate
- Highly developed verbal and written communication skills
- Excellent organizational skills
- Ability to work independently and as part of a team
- Proactively thinking with detail-oriented and creative problem-solving approach