



Program Associate

ABOUT US

A young, non-profit specialty finance company, New York City Energy Efficiency Corporation (NYCEEC) finances energy efficiency and clean energy projects that reduce greenhouse gas emissions and save energy. We finance innovative clean energy technologies with creative financial structures to advance this new and exciting field. We are passionate about making the world greener, cleaner and more sustainable! Please see our website @ www.nyceec.com.

YOUR ROLE

NYCEEC is seeking a resourceful, conscientious and analytically strong Associate to provide support to NYCEEC's programs, treasury function and transactions. 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.

YOUR JOB

- Maintain pro forma balance sheet and income statement models for NYCEEC's financials and support NYCEEC's capital raising efforts
- Update and maintain Asset / Liability model
- Calculate transaction economics, revenues and IRRs
- Review loan applicant financial statements, and analyze using Excel
- Model transaction cash flows
- Working with several company databases, including customer relationship management database and completed project database, perform data mining, enhance data collection systems, build analytic processes.
- Other activities as needed.

YOUR QUALIFICATIONS AND SKILLS

- Minimum of three to five years of relevant professional work experience required (e.g., business, finance, economics, accounting)
- Bachelor's degree required
- Strong analytical skills

New York City Energy Efficiency Corporation is an Equal Opportunity Employer.



Program Associate

- Skilled using various technology tools, particularly Microsoft Excel. Comfortable using other Microsoft Office applications as 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
- Excellent writing skills and superior attention to detail required; proven ability to effectively interpret and synthesize a variety of inputs from different stakeholders into cohesive, compelling written materials
- Ability to manage several competing priorities efficiently and effectively, while meeting deadlines with consistent follow-through; excellent organizational and time-management skills
- Ability to thrive in a fast-paced 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 description at any time.

WHAT WE OFFER

We are collaborative, professional and passionate team. We offer competitive compensation and benefits, 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, including where you heard about the position, to careers@nyceec.com with "Associate-FirstName LastName" in 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.

New York City Energy Efficiency Corporation is an Equal Opportunity Employer.

December 2017