

# **Analyst, Resilience Governance & Reporting**

## ESGR

**LOCATION: BOSTON or LA (Boston preference)**

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### **Responsibilities**

- Aid in preparation and standardization of responses to questionnaires and requests for information related to environmental, social, governance, and resilience (Resilience) practices and performance.
- Assist with data management, validation, and reporting activities that advance AEW's sustainability objectives and overall Resilience strategy.
- Contribute to drafting of voluntary sustainability reporting disclosures, including, but not limited to, annual Resilience reports.
- Collaborate with team to prepare and submit sustainability assessments, including GRESB Real Estate Assessment.
- Aid efforts related to U.S. and international ESG regulatory reporting and marketing compliance.
- Review and benchmark best practices in regulatory compliance and voluntary disclosure in the commercial real estate industry.
- Engage in special projects for the Senior VP, Resilience Governance & Reporting.

### **Skills/Experience Required**

- Analytical thinker, self-starter, team player with solid written and oral communication skills.
- Ability to work with attention to detail in a fast-paced environment with multiple priorities.
- Experience working within an environmental, social, or corporate governance program, in an investor relations role, or in corporate or ESG compliance desirable.
- Intermediate experience in producing deliverables with Microsoft Office 365 programs including Teams, Word, and Excel.
- Bachelor's degree in Corporate Social Responsibility, Sustainability, Environmental Science, Finance, Business Administration, Business Management, Public Policy, or other relevant disciplines.

### **Compensation**

At AEW, your base pay is one part of your total compensation package. The base pay for this role is between \$68-75K. Your actual base pay will depend on your skills, qualifications, experience, location, internal equity, and market conditions. Additional compensation and benefits include:

*AEW Capital Management is an affirmative action-equal opportunity employer.*

#### **AEW CAREER OPPORTUNITY**

- Annual cash bonus opportunity
- Eligibility for health insurance (medical, dental, vision)
- 401K plan with match and employer-funded retirement account
- Employee Assistance Program
- Tuition relief
- Parental leave
- Flexible time off and eligibility for hybrid work for most roles
- Matching gift and volunteer programs