

Role Description – updated 7/6/2021

Job Title:

Head of ESG + R

Department:

AEW North America Corporate Team

Position Reports to:

CEO, North America

Direct Reports:

The person in this role will be responsible for leveraging relevant, cross-functional teams to complete various ad hoc and standing initiatives.

Interacts more often with:

Internal Stakeholders: Asset management, Acquisitions, business line leaders, A&E, Compliance, Risk Management/Insurance, Investor Relations

External Stakeholders: Property management companies, operating partners, external ESG+R partner(s) and consultants, AEW investor clients and their consultants

Main Purpose of the Role:

To evolve and evangelize AEW's ESG + R efforts across the firm and with our operating partners, property managers, investors and other vendors. This role will serve as the internal subject matter expert and project leader for all things ESG+R, leveraging the existing ESG+R committee in setting and achieving annual goals, actively leading specific initiatives, communicating and implementing process changes and driving adoption of best practices through education and collaboration.

Key Responsibilities:

- Lead the development of measurable annual ESG+R goals and create corresponding roadmap for AEW Corporate and for AEW managed funds and accounts
- Collaborate with internal teams and facilitate annual sustainability report development
- Coordinate data collection efforts that drive goals in keeping with best practices for the industry
- Perform gap analysis to identify opportunities for improvement; prioritize opportunities and establish an annual roadmap
- Support incorporation of ESG+R considerations into the wider business strategy, including capital formation and client service.
- Educate internal and external stakeholders on purpose, mission, impact and value of ESG+R across the enterprise
- Keep abreast of industry trends and regulation that impact the business
- Oversee external reporting inclusive of GRESB, PRI, Annual ESG+R reporting and reporting framework such as TCFD
- Direct third-party consultants and vendors
- Monitor benchmarking requirements across states/municipalities and ensure adherence among assets

- Track green leases, other sustainability metrics and KPIs, diversity statistics among vendors/supply chain, etc. across AEW's portfolios and assets
- Work with AEW Securities on ESG+R adherence in the REIT portfolios

Skills, Competencies & Education:

- Demonstrated knowledge of ESG+R trends, reporting and best practices and the ability to effectively and credibly prioritize and advocate processes that contribute to business success
- Ability to inspire and influence a cross-functional group of stakeholders
- Experience leading complex projects
- Forward-looking approach that takes into account current state and sets achievable and aspirational goals and supporting initiatives
- Strong written and verbal communication skills with experience presenting to boards and/or senior level, external stakeholders and business decision makers
- Bachelor's degree in related field preferred