



JOB ANNOUNCEMENT

Asset Manager, Energy & Sustainability

Location: Los Angeles, CA

Compensation: \$67,000-\$70,000 DOE

Hours: Full Time, Exempt position with benefits

Background:

For over 40 years, Little Tokyo Service Center (LTSC) has provided a safety net of social welfare and community development services to empower people and communities in need. LTSC provides culturally and linguistically appropriate services to the Japanese American community in the Southland, builds multi-family affordable housing projects to uplift low-income neighborhoods of color throughout Los Angeles, and promotes equitable development and cultural preservation in the Little Tokyo neighborhood.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin or disability.

Summary of Duties:

The Asset Manager, Energy & Sustainability reports to the Director of Asset Management and with the assistance of the Asset Management Department, will manage the energy and sustainability activities within our growing portfolio. Our portfolio consists of 26 properties with over a thousand units. We are expecting to add an additional 600 units in the next 2-3 years. The ideal candidate will have strong interest and background in energy & sustainability and the willingness to take initiative and guide our efforts in this area to make a substantial impact for our portfolio and the affordable housing industry overall.

Responsibilities Include:

- Research and apply for funding opportunities as they relate to energy and sustainability such as from the Inflation Reduction Act (IRA), HUD Green and Resilient Retrofit Program (GRRF), as well as other federal, state, and local initiatives.
- Coordinate with any agencies, contractors, and vendors to ensure our portfolio is compliant with the benchmarking and audits/retro-commissioning requirements of the City of Los Angeles Existing Buildings Energy and Water Efficiency Program (EBEWE) and other regulatory agencies.
- Monitor, report, and analyze the energy and water consumption for our entire portfolio through tracking tools such as Energy Star Portfolio Manager to provide a clear pathway for the decarbonization rehabilitation and utility efficiency efforts of our current and new construction of our buildings.
- Utilize the data of our energy and sustainability efforts, so that we can report and work with any supporting agencies to better guide future decarbonization, efficient use of water and electricity, and advocate for more funding and support in this era of climate change.
- Provide oversight and assistance with any property management companies as they work with contractors/vendors on any green rehabilitation such as decarbonization.

- Assist with other asset management duties as needed and assigned by your supervisor.

Qualifications, Experience, and Skills:

- Ability to communicate clearly both in writing and verbally to effectively manage people and teams, as well as, to work successfully with a diverse range of people, from peers, staff, Board members, investors, lenders, and regulators.
- Strong quantitative and analytical skills to be utilized for tasks related to research and data analysis.
- Ability to read and interpret financial, regulatory, and legal documents.
- Strong initiative and ability to develop projects from the ground up.
- Ability to manage several active projects simultaneously and meet tight deadlines.
- Proficient in MS Office, including the ability to develop advanced spreadsheets, meaningful charts and graphs, and develop presentations.
- 2+ years experience in affordable housing/real estate asset management, development, and or financing of multi-family and/or special needs housing especially as they relate to energy and sustainability preferred.
- Experience with Energy Star Portfolio Manager is preferred, but not required.
- Experience with grants (e.g. researching, writing, applying, etc.) is preferred, but not required.
- Ability to work flexible hours and travel.
- California driver's license and access to insured, reliable transportation.

Equivalent education or experience can be substituted for all minimum qualifications, except when legal requirements, such as a license/certification/registration, are required.

How to Apply: Please send a cover letter and resume to Larry Katata (he/him) at LKatata@LTSC.org. Please include your pronouns in your application.