



Manager, Sustainability & ESG

Sustainability is integral to the way we do business. We believe a commitment to sustainability is good for the environment, good for our communities and good for our business. Starting with a baseline of regulatory compliance and working toward having a positive environmental and social impact, we use our sustainability strategy and programs to add long-term value to the properties we manage and enhance long-term investment performance for our clients. The Manager, Sustainability & ESG position will report to the Vice President, Sustainability, Innovation & National Programs.

Your Responsibilities:

Portfolio Wide:

- Serve as a national sustainability resource and a partner to with Epic's property management teams, as well as asset management and investment management teams.
- Support Epic's multi-year sustainability strategy, including providing input to periodic updates to the strategy, ongoing implementation, and coordinating reporting on KPIs and performance metrics.
- Support clients' sustainability strategies for their assets in partnership with property management / asset management.
- Engage in property level decarbonization projects.
- Actively engage with the business to elevate the systems, processes, and tools Epic has in place to enhance sustainability outcomes with strong business cases.
- Develop annual budget guidance for property managed assets based on strategic priorities.
- Manage Epic's approach for BOMA BEST portfolio certification, including partnering with property management teams, consulting partners, and BOMA.
- Engage directly with property teams and provide support with consulting partners for any other building certification programs.
- Lead the ongoing use of Epic's utility and environmental data platform within Epic to ensure delivery of intended benefits and work closely the data platform partner to ensure appropriate QA/QC is being conducted and develop strategies to optimize the system.
- Lead one employee, a Sustainability Analyst in conducting portfolio and investor level analytics on energy, carbon, water, and waste metrics as requested. Identify areas of improvement and develop action plans in partnership with business leads to achieve results based on strong business cases.
- Provide sustainability input to operational standards and scopes of work for key services.

Corporate and Reporting:

- Oversee and deliver all various reporting initiatives including GRESB, Epic's sustainability report, quarterly/monthly reports if required, and other relevant disclosures.
- Engage with property management team members support their quarterly reporting requirements for clients.
- Develop and deliver periodic sustainability training for various lines of business to deliver a consistent and connected approach to sustainability deliverables for clients and for Epic.

Research:

- Develop business cases for special projects as needed.
- Conduct special research projects on sustainability and innovation best practices.

People Leadership:

- Lead the Sustainability Analyst, including providing guidance, coaching, and training as required.
- Assign, prioritize and monitor work progress to ensure completion and adherence to timeliness, quality standards and all other related requirements.
- Provide input for performance review.

Requirements:

- Bachelor or Master's degree in a relevant field such as sustainability, environmental studies, business, etc.
- 3-5 years' related experience in sustainability strategy, implementation, project management, data/analytics, and communications.
- Experience in commercial real estate industry.
- Strong technical competence in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and Teams. Knowledge of SharePoint is helpful as well.
- A strong working knowledge of GRESB, Energy Star Portfolio Manager, LEED, BOMA BEST, Fitwel and other relevant building certifications, GRI reporting practices, and familiarity with UNPRI, SASB, TCFD.
- Strong knowledge and capabilities in data, analytics, and reporting.
- Strong critical thinking skills ability to devise practical solutions for internal and external customers and stakeholders.
- Positive and enthusiastic attitude, a commitment to service excellence and passion for sustainability in commercial real estate.
- Ability to work both independently and collaboratively as a member of a team.
- Strong oral and written communication skills.
- Able to organize, prioritize and multi-task while being thorough and attentive to detail.
- Dependable and reliable with respect to timely completion of work.

About Epic Investment Services

Epic Investment Services (Epic), which includes its wholly owned subsidiary MDC Realty Advisors in the United States, is a fully integrated North American real estate platform. Headquartered in Toronto, Canada and operating from offices in Canada and the United States, Epic has over \$17.5 billion in assets under management. Epic's portfolio comprises over 30 million square feet of office, retail, industrial and multi-family residential properties. Epic's integrated team is made up of over 150 real estate professionals in real estate management, asset management and investment management.

How to Apply:

Qualified applicants may e-mail their cover letter and current resume to careers@epicinvestmentservices.com indicating "**Manager, Sustainability & ESG**" in the subject line.

Epic Investment Services is committed to diversity, equity, inclusion, and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to ethnicity, age, religion, race, gender identity, physical ability, or sexual orientation, or any other elements protected by law. Epic Investment Services is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. For all internal and external applicants who require accommodation in the recruitment and selection process, please contact akumbaro@epicinvestmentservices.com for assistance/support.

We sincerely appreciate the interest of all applicants, however only those selected for an interview will be contacted. **No telephone calls or Agencies please.**

Visit our website at www.epicinvestmentservices.com for further company details

