

Career Opportunity



NY Green Bank
A Division of NYSERDA

Analyst, Investment & Portfolio Management

NY Green Bank, New York City Headquarters

New York is leading the nation in the fight on global climate change and the transition to a clean energy-powered economy. The [Climate Leadership and Community Protection Act \(Climate Act\)](#) has created the most aggressive climate change goals in the nation and requires an ambitious agenda that blends proven catalysts with innovative approaches while operating across a broader energy arena that is rapidly evolving. New York State Energy Research & Development Authority (NYSERDA) is a driving force in realizing this agenda. NYSERDA works with stakeholders that span residents, business owners, developers, community leaders, local government officials, universities, utilities, investors, entrepreneurs, and more, to develop, invest, and foster conditions that:

- Attract the private sector capital investment needed to expand New York's clean energy economy
- Overcome barriers to using clean energy at a large-scale in New York
- Enable New York's communities and residents to benefit equitably from energy efficiency and renewable energy

JOB OVERVIEW

NY Green Bank ("NYGB") is a globally recognized sustainable investment fund with the mission to accelerate clean energy and sustainable infrastructure deployment in New York State ("NYS" or the "State"). NYGB works to increase the size, volume and breadth of sustainable infrastructure investment activity throughout the State, expand the base of investors focused on NYS clean energy opportunities and increase market participants' access to capital on commercial terms. To achieve these objectives, NYGB collaborates with the private sector to develop transaction structures and methodologies that overcome typical clean energy investment barriers and serve as replicable models for other capital providers. NYGB is a division of the New York State Energy Research & Development Authority ("NYSERDA").

As of March 31, 2022, NYGB has invested more than \$1.7 billion across a range of technologies including solar, wind, clean transportation, community distributed generation, energy storage, controlled environment agriculture, bioenergy, energy efficiency, and others. NYGB's investment activities demonstrate that many of the financial market barriers to sustainable infrastructure projects in NYS are surmountable.

NYGB's teammates are mission-driven, solutions-oriented professionals with:

- Deep credit, risk, strategy, and operational expertise
- Extensive project finance experience with a technical edge in clean energy and sustainable infrastructure finance

The team is committed to diversity, equity and inclusion and works with a wide range of clean energy market stakeholders with diverse interests and backgrounds – including through its effort to meet the goals of the Climate Leadership & Community Protection Act by investing in projects benefiting the State's disadvantaged communities.

NYGB seeks highly motivated, detailed-oriented individuals with excellent organizational, execution, analytic, and communication skills to work with the NYGB team in the critical role of Investment & Portfolio Management. This position reports to the Managing Directors of Investment & Portfolio Management. The individual will work across the organization, including with the Risk & Compliance, Legal & Regulatory Affairs and Operations & Finance teams, as well as with external service providers.

PRIMARY RESPONSIBILITIES

Transaction Origination

- Participate in introductory calls with potential borrowers
- Schedule follow up meetings
- Present potential transactions to the transaction scoring committee

Transaction Execution

- Participate in transaction due diligence in conjunction with external advisors and internal groups such as Risk & Compliance, Legal and Strategy, Impact & Investor Relations
- Create financial models and run model scenarios
- Draft approval memoranda

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Portfolio Management

- Prepare transaction onboarding documentation
- Prepare monthly and quarter investment reviews
- Process fundings and amendments
- Manage and organize transaction files

- Perform other responsibilities as assigned

MINIMUM QUALIFICATIONS

- Experience with legal agreements for financial transactions, loan administration, compliance and/or portfolio management helpful but not required
- Bachelor's degree
- Strong verbal and written communication skills with the ability to articulate and succinctly summarize complex concepts
- Strong analytical and problem-solving skills
- Project management skills with exceptional attention to detail
- Able to handle a large volume and variety of projects in parallel
- Able to meet time sensitive deadlines
- Takes ownership of tasks and projects and follows through on obligations and promises
- Flexible and adaptable to changing organizational needs for the position
- Constructively critical thinker
- Solutions-oriented
- Proficient in Microsoft Office; Microsoft SharePoint experience helpful but not required

SALARY

The salary range is \$68,901 - \$95,361. Candidates will be considered based on qualifications and experience. An excellent benefits package is offered.

TO APPLY

Please submit **one file** that includes **both your cover letter and resume** [here](#)

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Diversity, Equity, and Inclusion (DEI) are core values at NYSERDA and in our work for the people of New York State and the clean energy market. We are passionate about building and sustaining an inclusive and equitable working environment and are committed to diversity in all its forms. Because our programs serve all New Yorkers, we are committed to hiring and retaining a diverse, engaged workforce and building a workplace that empowers all NYSERDA employees to achieve their full professional and personal potential.

NYSERDA is committed to equal employment opportunity regardless of race (including traits historically associated with race), ethnicity, color, religion, sex (including pregnancy), sexual orientation, gender identity or expression, the status of being transgender, familial status, marital status, age, national origin, disability (including pregnancy related conditions), military or veteran status, genetic information or predisposition, reproductive health decision making (including the decision to use or access a particular drug, device, or medical service), the status of being a victim of domestic violence, known relationship or association with any member of a protected class, or any other basis prohibited by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you have a disability or special need that requires accommodation, please let us know by contacting the Designee for Reasonable Accommodations (DRA) and Americans with Disabilities Act Coordinator which can be found under the Americans with Disabilities Act section of this [page](#) labeled as "Reasonable Accommodation Contact Information."