

SustainAbility™

SustainAbility is a London-based company with offices in Washington, New York, San Francisco, and Zurich, specializing in helping companies understand and respond constructively to the challenges of sustainable development and corporate responsibility. We are currently seeking a highly qualified individual to join our Washington, DC office as an Analyst.

Job title: Analyst

Location: Washington, D.C.

Reports to: Jeff Erikson, Vice President, Client Services

Job Profile

The Analyst's primary responsibilities are:

- To participate in client projects and our research and advocacy program
- To support sector teams by providing research and analysis and monitoring developments
- To assess and benchmark Corporate Responsibility reports using SustainAbility's proprietary methodology
- To assist in proposal development and project deliverables

Skills and Competencies

As a member of the SustainAbility Core Team, the Analyst will be expected to bring the following skills and competencies to the position:

- Demonstrable commitment to SustainAbility's Mission, Vision and Values in a way that is modelled in behaviors
- To be an enthusiastic team player with a positive and proactive attitude
- Business acumen and commitment to the health of the business, demonstrating timely, professional attention to business development and delivery
- Demonstrable commitment to, and knowledge of, the sustainable development agenda, and how it interfaces with business

As an Analyst, he/she will contribute to the company's organizational strategy and development and will bring the following attributes to the role:

Essential Qualifications/Experience:

- A bachelor's degree in environmental studies, public policy, economics, business or related field

- Internship or other experience related to corporate responsibility or sustainable development

Essential Skills and Competencies:

- Excellent research and analysis skills with proven ability to deliver to deadlines
- Ability to prioritize and work effectively under pressure
- Self-starter, able to follow-through with minimal supervision
- Excellent English; verbal and written communication skills
- Highly proficient in Excel, PowerPoint, and Word
- A desire to learn and develop

Desired Qualifications/Experience

- Experience in managing projects to deadlines
- Business or consulting experience (especially from the Energy, Healthcare or Food sector)
- Masters Degree related to corporate responsibility, environmental studies, public policy, economics, business or related field

Other information

- This is a full-time position
- Starting salary for this position is \$40,000-\$45,000
- In addition to a competitive salary, an attractive benefits package is offered. Benefits include: 22 days annual leave, health insurance and company contributions to 401K.
- We expect the position to start in November/December

Interested and qualified candidates should submit a cover letter and CV to Washington@sustainability.com by October 16.

SustainAbility believes that diversity adds value to our business. We hire team members who reflect the rich array of diverse cultures, ideologies, and values that are part of the broad global workforce. SustainAbility does not discriminate on the basis of race, religious beliefs, gender, age, national origin, sexual orientation, citizenship status, marital status, political beliefs/affiliation, disability, or social or cultural background.