



**Position:** Regional Director, Cleantech Open Northeast, NECEC  
**Location:** Boston, MA  
**Reports to:** NECEC President  
**Compensation:** Commensurate upon experience  
**Start Date:** Anticipated August 2016

### **Summary**

[Cleantech Open](#) is the world's **oldest** and **largest** cleantech startup accelerator program with the mission of finding, funding, and fostering the most successful cleantech startups on the planet. On the platform of an annual business competition we provide extensive mentorship, training, and a plethora of opportunities for high-value networking and visibility to the most promising cleantech startups in the country.

NECEC is the U.S. Northeast's leading clean energy regional organization, and is the regional affiliate of the global Cleantech Open organization, running the Cleantech Open Northeast business accelerator and competition, and building a world-class clean energy hub across the region.

[NECEC](#) and [Cleantech Open Northeast](#) seek a new leader and “emerging star” to run the full operations of this established, high-profile cleantech entrepreneurship acceleration program and competition. The Regional Director position leads the Cleantech Open Northeast program and plays a critical role on the NECEC team. The position leads a small team and a highly experienced network of volunteers across the region's community of top thought-leaders, investors, entrepreneurs, and business people in the cleantech industry throughout the Northeast region. This role allows the individual to contribute to the growth and success of cleantech startups across the region.

### **Responsibilities**

Cleantech Open Northeast runs on an annual calendar. This startup accelerator engages sponsors and leading cleantech companies and the innovation community, runs events and outreach to recruit applicants (over 100 in 2016), selects the most promising and ready startups for the annual cohort, matches startups to mentors and experts, provides leading entrepreneurial education and guidance on the startups' business plans and pitches, and organizes judges and the region's leading cleantech investors, partners, and executives for the annual competition and finals event.

The Regional Director reports to the President of NECEC. S/he is the leader of Cleantech Open Northeast team, responsible for managing a small staff, core volunteer leaders and committees, major events, and relationships with partners and sponsors. Responsibilities will include:

- Managing the day to day operations of the Cleantech Open Northeast accelerator program to make sure the entrepreneur training, community-building and competition activities of the program run effectively and smoothly for maximum impact within approved budget, utilizing volunteer-staffed committees and working groups.

- Coordinate with the National Cleantech Open organization, maintaining a strong connection and integrating the Northeast's regional cleantech entrepreneurship community into the national program.
- Coordinate with other NECEC initiatives, including NECEC's other Innovation & Entrepreneurship program, Cleantech Navigate Northeast, which develops deep networks on innovation resources for both startups working with both programs.
- Work closely with NECEC management in maintaining relationships with and enlisting major sponsors (such as the Massachusetts Clean Energy Center, NYSERDA, National Grid, Silicon Valley Bank, Deloitte, Mintz Levin, and others) to provide them maximum benefit and to fulfill budgetary needs of Cleantech Open Northeast.
- Recruit and manage Cleantech Open Northeast volunteer chairs / committees and coordinate their activities.
- Manage at least 1 full-time staff person, the Marketing & Business Development Manager, who is responsible for all communications activities of the Cleantech Open Northeast, including social media, blog, press, web presence, and is responsible in supporting the Director's management of the following committees and working groups:
  - Mentor Committee
  - Applicant Recruitment Committee
- Plan and execute major regional events (with support of team), including:
  - East Coast Academy
  - Mock Judging / Demo Day
  - Regional Finals, and Innovation Expo & Awards Gala
- Oversee the Marketing & Business Development Manager and volunteer Metro Directors on planning important local events across the Northeast, including:
  - Mentor Mixers
  - Workshops
  - Clinics
  - Mock Judging
- Work directly with emerging cleantech entrepreneurs from as many as 150 regionally-based cleantech startups, to help them be successful in their company-building efforts.
- Champion the regional cleantech entrepreneurship community as a visible spokesperson, bringing in additional resources and connections.

### **Qualifications and Characteristics**

The position of Regional Director requires a motivated, self-starter to manage both the internal and external operations of the Cleantech Open Northeast regional competition. Ideal candidates will have professional experience in an entrepreneurial role with significant responsibility, a passion for green/clean businesses, and a demonstrated track record of strong performance. Relevant graduate school and experience with cleantech venture and entrepreneurial initiatives a plus.

- Superior project manager with ability to see through multiple events in coordination with a variety of partner organizations
- Strong public speaking and presentation skills
- Excellent relationship building skills
- Ability to recruit and manage a large pool of volunteers and interns
- High energy and incredibly hard worker
- Demonstrable enthusiasm and interest in entrepreneurship and clean technologies
- Excellent verbal and written communicator
- Customer-centric attitude with high level of professionalism
- Ability to multi-task and work under pressure with limited resources

- Self-motivated, takes initiative, able to work independently or as part of a team
- Strong organizational abilities, attention to detail
- Advanced proficiency in word processing programs
- Desired but not required: experience with customer relationship management

The position is not limited to the listed tasks as one must be versatile and willing to carry out additional tasks that are not outlined in the above job description. This is role is a leadership position with the ultimate goal of helping start-ups in the Northeast region gain exposure and build a network that will allow them to develop practical solutions to our challenging energy concerns.

### **Salary and Compensation**

Salary commensurate with experience, and standard benefits package. Potential for a bonus to commend excellent work, and a standard benefits package including health and dental coverage, three weeks of vacation time. A great opportunity to become a visible part of a regional and national network of Cleantech professionals.

### **About Cleantech Open Northeast:**

*We find, fund and foster the most promising cleantech startups on the planet.*

The mission of the Cleantech Open is to find, fund, and foster the big ideas that address today's most urgent energy, environmental, and economic challenges. The Cleantech Open has established itself as the leader in developing clean technology startup entrepreneurs addressing these challenges. Since its inception in 2006, more than 700 promising teams have availed themselves of the Cleantech Open's one-of-a-kind hands-on workforce development, nurturing, and funding programs, with impressive results:

- Cleantech Open Alumni have raised over \$800M in private capital,
- More than half of our alumni companies are still in business today, and
- More than 2,500 new clean technology jobs have been created.

We believe that the solutions to the most critical challenges facing the U.S. today, related to energy, environment and the economy will come from the creativity, dedication, and passion of entrepreneurs and inventors. The primary catalyst through which the Cleantech Open has advanced its unique workforce model is via the world's largest and most successful cleantech business competition and networking programs. To learn more about the Northeast Region, visit <http://northeast.cleantechopen.com>. Also check out this [video](#) that tells you all about our national accelerator program, and this [video](#) with some words from leaders in the ecosystem and some of our top sponsors.

### **About NECEC**

NECEC (Northeast Clean Energy Council & NECEC Institute) is the premier voice of businesses building a world-class clean energy hub in the Northeast, helping clean energy companies start, scale and succeed with our unique business, innovation and policy leadership. NECEC includes the Northeast Clean Energy Council (a nonprofit business member organization), and NECEC Institute (a nonprofit focused on industry research, innovation, policy development and communications initiatives). NECEC brings together business leaders and key stakeholders to engage in influential policy discussions and business initiatives while building connections that propel the clean energy industry forward. Learn more: [www.necec.org](http://www.necec.org).

### **To Express Interest in This Position**

Please respond with cover letter, resume and expression of interest to either:

- Peter Rothstein, President, NECEC, [prothstein@necec.org](mailto:prothstein@necec.org)
- Katie MacDonald, Outgoing Regional Director Cleantech Open Northeast, [kmacdonald@cleantechopen.org](mailto:kmacdonald@cleantechopen.org)