



**Positions:** Director and Manager, NECEC Innovation & Entrepreneurship Programs

**Location:** Boston and New York (either New York City or Albany)

**Start Date:** As soon as possible

**Position Background:** NECEC is seeking two motivated, self-starters to manage both the internal operations and external presentation of NECEC's Cleantech Navigate Northeast program. The two positions, one Director and one Manager, will grow and run the Cleantech Navigate Northeast program, which helps emerging clean economy companies in the Northeast gain exposure and build a network that will allow them to develop valuable solutions to energy challenges. Successful candidates will be able to play a key part in growing and supporting an unparalleled network of startups, incubators, mentors, experts, investors, corporate strategic partners, and contributing to NECEC's reputation for excellence in one of the world's leading clean economies. NECEC aims to shape these positions to leverage the strength and complimentary skill sets of strong candidates.

### **About NECEC and Cleantech Navigate Northeast**

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).

**Cleantech Navigate Northeast** (Navigate) is one of NECEC's Innovation & Entrepreneurship programs that provides entrepreneurs solving our greatest energy and environmental challenges with tailored access to critical resources on their journey to success. It is the only initiative facilitating quality, targeted connections on a regional scale to support cleantech ventures' accelerated development and growth. By collaborating with a regional network of leaders and partners we are creating a uniquely supportive environment for cleantech entrepreneurship in the Northeast, the best and easiest place to start and grow a cleantech business.

Either directly or through our local partners, Navigate takes the time to get to know entrepreneurs, their businesses, and their needs. We make quality and tailored connections to our trusted regional network of resources, experts, corporate partners, investors, and early adoption customers. We curate events that are unique, intimate opportunities for our community to learn from each other and expand their networks.

Cleantech Navigate Northeast is a parallel program with NECEC's other early-stage cleantech program, Cleantech Open Northeast. While Navigate primarily works with startups that are beyond the Cleantech Open formation stage and might be recent Cleantech Open graduates, the Navigate team and Cleantech Open team work side by side to grow relationships with the region's innovation resources and partner programs, develop and run some joint events, and grow relationships with funders.

## **Overview of Roles and Cleantech Navigate Northeast Responsibilities**

The Director and Manager positions to be filled have the ultimate goal of growing and operating the Cleantech Navigate Northeast program to help emerging clean economy companies in the Northeast gain exposure and build a network that will allow them to develop valuable solutions to energy challenges. Successful candidates will be able to play a key part in growing and supporting an unparalleled network of startups, incubators, mentors, experts, investors, corporate strategic partners, and contributing to NECEC's reputation for excellence in one of the world's leading clean economies.

These two positions share (and will divide some of) the following operational responsibilities to make Navigate successful:

- Expand and manage relationships with Navigate's network of the northeast cleantech innovation programs (incubators, proof of concept centers, state energy development agencies and programs, universities), supporting how these innovation partners can leverage Navigate's resources to help emerging cleantech companies and entrepreneurs; this effort includes monthly meetings, various collaborative events, and sharing of best practices in support of cleantech innovation
- Invest in and manage relationships across Navigate's multiple categories of innovation resources that are critical to entrepreneurial success - mentors, experts, investors, corporate partners, test sites and labs, early-adoption customers
- Manage and operate processes to make matched, direct connections between entrepreneurs and Navigate's valuable resources, and more importantly support Navigate's innovation partners across the northeast in making connections that utilize Navigate's resources to help the region's cleantech startups
- Design and run events that match and connect innovation resources such as financial/corporate investors with cleantech startups
- Manage and support the effective use of the Navigate Explorer online platform across Navigate's innovation partner network to enable the sharing of innovation resource and responses to cleantech startup needs
- Manage and support an additional online platform, Startup GPS, providing access for entrepreneurs to self-paced assessments of their commercialization readiness along with learning resources to accelerate their progress
- Design and run events (with partners) to bring together the Northeast's cleantech innovation network, share best practices, and grow the capability of the region to support the most promising cleantech startups and entrepreneurs
- Collaborate across NECEC to leverage relationships with NECEC's member growth companies and major corporations for connections to Navigate's startups and partners, and to evolve Navigate's efforts to align with the region's evolving market opportunities and customer needs

In addition to the responsibilities above to be shared and/or divided between the two positions, successful candidates for these positions should bring the capability to play one of the following roles:

### ***Director – Cleantech Navigate Northeast Program***

This position is a management and hands-on role leading NECEC's Cleantech Navigate Northeast program, small team, and network of key relationships across the Northeast. This position is responsible for program development, execution and oversight, strategic partnership development, fundraising, managing key personnel, coordinating the input of an expert

Innovation & Entrepreneurship Advisory Board, managing relationships with key funders and innovation partners, and participating in the evolution of NECEC's Innovation & Entrepreneurship efforts with the NECEC management team. Key responsibilities include:

- Design, development, execution and day-to-day operations of NECEC's existing and evolving Cleantech Navigate Northeast program;
- Event design, management, and coordination, directly managing complex events, and managing a team to design and produce major program events;
- Champion the regional cleantech entrepreneurship community and the growth of the Northeast's cleantech innovation ecosystem as a visible spokesperson and active public speaker, bringing in additional resources and connections;
- Manage key staff members and hands-on execution of regional innovation programming;
- Act as a key contributor and coordinator of the NECEC Innovation & Entrepreneurship Advisory Board.
- Play a critical support role to the NECEC President in maintaining relationships with and enlisting funders to provide them maximum benefit and fulfill budgetary needs of NECEC's Innovation & Entrepreneurship programs.
- Develop and secure relationships with regional commercialization champions and potential program partners
- Support NECEC President and Corporate Development Executive in the development and execution of the organization's Strategic Partner Network with a focus on connecting these corporations to the regional innovation community.
- Manage and develop key external relationships with innovation support organizations, investment firms, and other groups with a vested interest in developing the cleantech ecosystem in New England and New York.

### ***Manager, Cleantech Navigate Northeast Program***

This position will report to the Director position above. S/he will manage aspects of Navigate's programming across New England and New York, responsible for supporting program development and partner management, and leading direct support of entrepreneurs across New England and New York, leveraging Cleantech Navigate Northeast's network. This is an outward-facing community relationship management position. Key responsibilities include:

- Manage day-to-day operations of Cleantech Navigate Northeast programming, including:
  - Manage and support start-up portfolio, directly and through partners;
  - Support the Director in managing critical external relationships with innovation support organizations, investment firms, and other groups with a vested interest in developing the cleantech ecosystem in the Northeast;
  - Design, organize and execute events;
  - Support Director on event content development, programming, and coordination and work closely with event staff on event execution; and
  - Manage and ensure population, maintenance and updating of online digital products.
- Working closely with the Director to refine and streamline processes for building, leveraging and supporting the Connector network and collaborating with local partner organizations
- Support the Director and NECEC team in outreach to target partners and funders
- Develop, track and evaluate key program indicators and metrics. Support Director in quarterly progress reporting to funders

## **General Qualifications and Characteristics**

These positions require motivated, self-starters to manage both the internal operations and external presentation of the NECEC Cleantech Navigate Northeast program. Successful candidates will have at least 5-10 years of professional experience in an entrepreneurial management role with a passion for green/clean businesses, and a demonstrated track record of excellent performance.

- Creative and sharp visionary who sets ambitious goals and holds her/himself and team accountable to getting things done
- Superior people and program manager with a superior ability to oversee multiple activities and staff simultaneously
- Relationship and communication expertise to coordinate and inspire a variety of private and public sector funder and partner organizations
- Demonstrable knowledge and interest in entrepreneurship and clean technologies
- Strong verbal and written communicator with demonstrated confidence and success in public speaking and presentation is a must.
- Confident motivational ability, combined with an execution focus, effective team member skills and a high level of professionalism
- Customer-centric attitude with high level of professionalism
- Self-motivated, able to work independently or as part of a team
- Strong organizational abilities and attention to detail
- Decision-maker who is unafraid to take risks
- Connections to key innovation ecosystem actors including investors, corporates, incubators, public sector agencies, accelerators and entrepreneurs
- Resourceful, creative, able to multi-task and work under pressure
- Regular travel through the Northeast.

These positions are highly visible roles requiring a large amount of networking and relationship management. They are also hands-on, detailed positions, managing active programs in a resource constrained environment, while playing an important strategic role for NECEC and the growth of the region's cleantech industry. This is a unique opportunity to become a visible leader in a regional and national network of cleantech professionals. In particular, we are seeking individuals with direct experience with one or more of these networks within the cleantech innovation ecosystem:

- Entrepreneurs
- Investors
- Corporate Strategic Partners
- Mentors
- Commercialization resources

## **To Express Interest in Either Position:**

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

- Peter Rothstein, President, NECEC, [prothstein@necec.org](mailto:prothstein@necec.org)
- Kim Herb, Senior Program Manager, Innovation & Entrepreneurship, NECEC, [kherb@necec.org](mailto:kherb@necec.org)