

**Position:** Senior Director – Innovation & Entrepreneurship Programs

**Location:** Boston, MA or New York, NY

**Reports to:** President, NECEC

**Start Date:** As soon as possible

### **Summary**

NECEC is a regional non-profit clean energy business, policy and innovation organization whose mission is to accelerate the region's clean energy economy to global leadership by building an active community of stakeholders and a world-class cluster of companies. NECEC works with clean energy businesses and entrepreneurs, policymakers and other stakeholders in the clean energy sector in the Northeast (New York and New England), through programs and initiatives that advance clean energy markets and help clean energy businesses access the resources they need to grow.

NECEC's Senior Director – Innovation & Entrepreneurship Programs leads one of NECEC's core activity areas, responsible for managing a team of five staff, executing on three existing programs, fundraising and managing relationships with key funders and innovation partners, and visioning and strategizing the future of NECEC's Innovation & Entrepreneurship efforts as part of the NECEC management team.

This is an organizational and community leadership position with the ultimate goal of helping emerging clean economy companies in the Northeast region gain exposure and build a network that will allow them to develop practical solutions to energy challenges. A successful candidate will be able to play a key part in growing an unparalleled and invaluable network of startups, growth companies, investors, corporate strategic partners, and a reputation for excellence in one of the world's leading clean economies.

### **Responsibilities**

As a member of NECEC's four-person management team, the Senior Director – Innovation & Entrepreneurship Programs reports to the President of NECEC. This position leads NECEC's Innovation & Entrepreneurship team, responsible for program development, execution and oversight, strategic partnership development, fundraising, managing key personnel, and coordinating the input of an expert Innovation & Entrepreneurship Advisory Board. Key responsibilities include:

- Responsible for design, development, execution and day-to-day operations of NECEC's two existing Innovation & Entrepreneurship programs and the launch of a third innovation resource in early 2016:
  - Cleantech Navigate Northeast ([navigate.necec.org](http://navigate.necec.org)), a 1.5 year-old program, a first-of-its-kind year-round, region-wide resource network helping entrepreneurs in the Northeast make quality, targeted connections to the resources they need, when they need them
  - Cleantech Open Northeast ([northeast.cleantechopen.org](http://northeast.cleantechopen.org)), the 10 year-old regional accelerator program and business competition

- Soon-to-be-launched: Signal, a new web tool to help clean economy entrepreneurs overcome key commercialization hurdles with best-in-class guides and a self-guided assessment of progress
- This position has responsibility for event design, management and coordination, directly managing complex events, and managing a team to design and produce major program events. The Innovation & Entrepreneurship team executes approximately 30 events each year.
- Manage a team of five key staff members, including three direct reports, to execute regional innovation programming:
  - Cleantech Open Northeast Regional Director (direct report)
  - Senior Innovation & Entrepreneurship Program Manager, New England (direct report)
  - Innovation & Entrepreneurship Program Manager, New York (direct report)
  - Senior Manager, Marketing and Communications (reports to Cleantech Open Northeast Regional Director)
  - Program Associate & Community Manager (reports to Cleantech Open Northeast Regional Director)
- Play a critical support role to the NECEC President in maintaining relationships with and enlisting major funders to provide them maximum benefit and fulfill budgetary needs of NECEC's Innovation & Entrepreneurship programs.
  - Expected to play a major role in raising funds to support and manage an approximately \$1 million annual Innovation & Entrepreneurship budget.
  - Manage funding contracts including ensuring completion of deliverables, reporting and invoicing
- 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.
- Act as a key contributor and coordinator of the NECEC Innovation & Entrepreneurship Advisory Board.
- 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.
- Work with the 3 other NECEC management team members on organizational strategy
- 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.

### **Qualifications and Characteristics**

This position requires a motivated, self-starter to manage both the internal operations and external presentation of the NECEC Innovation & Entrepreneurship Programs. 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 driven to do whatever it takes to help entrepreneurs succeed
- 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

This position is a highly visible role requiring a large amount of networking and relationship management. It is also a hands-on, detailed position, managing several 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.

### **Compensation**

Position title and compensation package commensurate with experience. Standard benefits package including full health and dental coverage, three weeks of vacation time. Significant opportunity for growth and advancement for the right candidate over time.

Please submit resume, cover letter and salary requirements to Kitty Kennedy, NECEC VP Operations and Membership, [kkennedy@necec.org](mailto:kkennedy@necec.org).