

Position: Northeast Program Manager, Cleantech Open

Location: Boston, MA

Reports to: Northeast Regional Director, Cleantech Open

Start Date: As soon as possible

Organization Overview

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.

Cleantech Open is the oldest and largest accelerator for cleantech startups, headquartered at the Los Angeles Cleantech Incubator (LACI). NECEC Institute is the Northeast regional affiliate for Cleantech Open. NECEC executes the Cleantech Open accelerator and business plan competition in Massachusetts, New York, Maine, Vermont, New Hampshire, Connecticut, Rhode Island, New Jersey and Pennsylvania, and builds the region's innovation network for Cleantech Open and NECEC's successor program for cleantech entrepreneurs Cleantech Navigate Northeast. The global Cleantech Open accelerator program was founded in the Boston area in 2005 to help clean energy startups advance and grow their businesses with mentorship, training, visibility, and access to capital. NECEC Institute engages with local sponsors and partners to create a collaborative community that supports the advancement of early stage cleantech companies. The accelerator runs each year from the end of May to mid October.

Job Description

We seek a Program Manager who can work effectively with NECEC's Innovation team to manage relationships with local partners and volunteers in order to execute quality programming for cleantech startups in the Northeast.

The Program Manager will coordinate with the Cleantech Open Northeast Regional Director in recruiting and managing startups, mentors, partners, volunteers and sponsors. The Program Manager will be responsible for event planning and management. Events include recruiting parties, information sessions, workshops, the Academy (a 2-day bootcamp), training and planning sessions for volunteers, and the Northeast Regional Finals.

The Program Manager will have a workspace at NECEC's office in Boston, and access to Greentown Lab's Ecosystem space in Somerville, MA.

Responsibilities

- Develop content for all Cleantech Open Northeast communications to stakeholders, including startup companies, industry experts, volunteers, partners, and sponsors.

- Lead Cleantech Open communications and media relations, including drafting and distributing press releases related to accelerator milestones and program news, updating the Cleantech Open Northeast webpage, and managing social media such as @CleantechOpenNE Twitter account.
- Oversee recruitment of entrepreneurs, mentors, and volunteers to Cleantech Open program, including building out lead tracker and managing volunteers assisting with outreach.
- Create work plan for Cleantech Open interns.
- Coordinate with NECEC events team, Cleantech Open volunteers, and sponsors to plan and execute Cleantech Open events across the region.
- Coordinate with NECEC Communications Associate to provide content for weekly cleantech community newsletter.
- Travel bi-monthly to NYC to oversee Cleantech Open events. Occasional travel to other cities in the Northeast.

Additional Opportunities

The Program Manager is an integral part of the growing cleantech economy in the Northeast, meeting and collaborating with stakeholders across the region. He/she will be exposed to early stage innovations, and interact with a wide variety of startups and cleantech innovation experts and enthusiasts. This person will help the Cleantech Open Northeast as we guide early stage cleantech startups on their journey.

Qualifications

The position requires a motivated, self-starter with strong project management and organizational skills to manage internal and external communications and operations.

- Bachelor's degree required
- 1-2 years experience in clean energy, environmental sustainability or innovation preferred
- Enthusiasm and interest in entrepreneurship and clean technologies
- Strong public speaking and presentation skills
- High energy with the ability to work independently and as part of a team, and to manage multiple projects and priorities in a fast-paced environment
- Excellent English verbal and written communication skills with attention to detail required
- Customer-centric attitude with high level of professionalism
- Experience in recruitment, sales, business development, or community outreach
- Proficiency in Google and Office programs (Google Docs, Sheets, Word, Excel, PowerPoint, etc.)
- Experience with social media tools and content management systems, including Twitter, LinkedIn, Facebook

Compensation and Benefits

Salary commensurate with experience. Benefits package includes health and dental coverage, 401K, and three weeks of vacation time.

NECEC is an equal opportunity employer.

For more information: <http://cleantechopen.org>

To apply, please send cover letter, with salary requirements and resume to Beth Zonis,
Northeast Regional Director, Cleantech Open: bzonis@cleantechopen.org