



Position: Interim Program Manager, Cleantech Open Northeast

Location: virtual (Northeastern US preferred)

Reports to: Director, Cleantech Open Northeast

Dates: February-June 2021 (up to 15 weeks)

Introduction to NECEC Institute and Cleantech Open Northeast

NECEC's mission is to create a world-class clean energy hub across the seven states of the US Northeast (New York and New England), delivering global impact with economic, energy and environmental solutions. NECEC helps clean energy companies start, scale, and succeed with our unique business, innovation and policy leadership. The NECEC Institute is a 501(c)(3) nonprofit leading NECEC's programs that support Innovation & Entrepreneurship, policy development, communications operations, and market development. Northeast Clean Energy Council's NECECi (NECEC Institute) and Cleantech Open Northeast (CTONE) strive to make the Northeast a thriving hub of cleantech innovation and entrepreneurship. We are grateful that Kohler is interested in sponsoring NECEC's innovation work through the Cleantech Open Northeast accelerator. We aim to continually enhance our program each year so that we deliver greater value and result in greater impact each year. We look forward to continued growth in 2020 and appreciate Kohler's support and willingness to collaborate.

Cleantech Open Northeast

Cleantech Open will celebrate our "sweet sixteen" in 2021. 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. Since 2005 Cleantech Open Northeast (the Northeast region of Cleantech Open or CTONE) has trained over 400 early-stage clean technology startups through its annual business accelerator. Over 68% of the 414 Cleantech Open Northeast alumni who graduated between 2005 and 2019 are still in business. They have gone on to raise over \$650 MM, create over 3300 clean economy jobs, and generate over \$279 MM in revenue. To learn more about Cleantech Open Northeast, visit <https://www.cleantechopen.org/en/page/northeast-en>.

Job Description

We seek an Interim Program Manager (full time) 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 Interim Program Manager will coordinate with the Director, Cleantech Open Northeast in recruiting and managing startups, mentors, partners, volunteers and sponsors. The Interim Program Manager will be responsible for event planning and management. All events will be virtual during this time frame. Events include recruiting webinars, information sessions, application review/judging, mentor matching, the Academy (a two-day bootcamp), workshops, training and planning clinics, and networking events.

The Interim Program Manager will work virtually with the Boston-based and New York-based teams, as well as with the Cleantech Open National team.

Responsibilities

- Develop content for all Cleantech Open communications to stakeholders, including startup companies, industry experts, volunteers, partners, and sponsors.
- Lead Cleantech Open communications in collaboration with the Director of Cleantech Open Northeast and with the Communications leadership, update the Cleantech Open Northeast webpage, and manage social media such as @CleantechOpenNE Twitter account, the Cleantech Open Northeast LinkedIn account, and the Cleantech Open Northeast YouTube account.
- Oversee recruitment of entrepreneurs and volunteers to Cleantech Open accelerator, assist with recruitment of mentors, build out the lead tracker and manage volunteers assisting with outreach.
- Coordinate with the Recruiting Committee, The Mentor Committee and the Judging Committee
- Train Judges for application review
- Onboard mentors
- Assist Director with a work plan for Cleantech Open Northeast intern(s).
- Coordinate with NECEC team, Cleantech Open volunteers, and sponsors to plan and execute Cleantech Open events across the region.
- Coordinate with NECEC Senior Communications Manager to provide content for weekly cleantech community newsletter.

Additional Opportunities

The Interim 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

Perquisites:

- The Interim Program Manager will have access to the Cleantech Open curriculum for

entrepreneurs.

- The Interim Program Manager will be invited to all Cleantech Open events, and will have a front row seat to cleantech entrepreneurs and their innovations across the Northeast.
- As a member of the Cleantech Open community, the Interim Program Manager will develop his/her professional network with multiple stakeholders (government, academia, industry, as well as entrepreneurs and mentors) across the Northeast and around the country.
- The Interim Program Manager is invited to participate in NECEC events and staff meetings, so he/she will learn about other aspects of the business as well -- from clean energy policy to environmental equity to cleantech innovation and entrepreneurship.

Compensation and Benefits

Compensation is at nonprofit rates. There are no employee benefits associated with this temporary position.

NECEC is an equal opportunity employer.

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

To apply, please send cover letter and resume (subject line: "CTONE Interim Program Manager Application") to Beth Zonis, Director, Cleantech Open Northeast: bzonis@cleantechopen.org.