

Job Title: Director, Cleantech Navigate Northeast

The Director, Cleantech Navigate Northeast will lead the Cleantech Ecosystems' research function of the Navigate Program to help emerging clean technology companies in the United States and internationally, aiming to do business, gain exposure and build a network to develop valuable solutions for energy challenges through sophisticated and accurate research. The Director, Cleantech Navigate Northeast will be responsible for planning, designing, conducting and synthesizing regional and international research projects by growing and supporting an unparalleled network of startups, incubators, mentors, experts, investors, corporate strategic partners, and universities; and contributing to NECEC Institute, Inc.'s reputation for excellence in one of the world's leading clean economies.

Duties include:**Project Planning Research & Design (25%):**

- Analyze Navigate's resources database, identify gaps and conduct research to scout additional resources;
- Liaise with industry leaders and create an advisory working group to facilitate connection between entrepreneurs and Navigate's Innovation Partners in the Northeast;
- Create new processes to support cleantech startups and analyze services for clean energy ecosystem nationally and internationally;
- Continuously assess and evaluate Navigate's resources for Innovation Partners in collaboration with NECEC's Innovation Advisory Board; and
- Scout new funding opportunities and negotiate renewal of existing funders for Navigate program.

Project Results and Dissemination (25%):

- Contribute to the global event planning based on research and co-manage the innovation portion of the event in the Northeast region and liaise with Navigate's Innovation Partners and entrepreneurs participating in the event; and
- Present and disseminate results as appropriate in publications or events promoted by NECEC, NECEC Institute or partners.

Project Research & Analysis (20%):

- Create an advisory group of experts and scout, interview and integrate promising technologies developed nationally and internationally for business expansion into the Northeast region and create jobs; and
- Assess new clean technologies developed in the Northeast region and internationally to integrate in the program.

Management & Quality Control of Research Projects (20%):

- Design, develop, execute day-to-day operations of NECEC's existing and evolving

- Cleantech Navigate Northeast program;
- Plan, design, manage and coordinate events based on research, define and measure performance metrics of these events;
 - Analyze and evaluate Cleantech Navigate Northeast program research/reports and interpret data by conducting surveys to implement research quality control procedures; and
 - Recruit and supervise team members to manage components of the Navigate Program;

Support the work of the NECEC Institute and NECEC Council Teams (10%):

- Collaborate with NECEC Council staff to identify new members and sponsors in organizing regional and global events and promoting them internationally through appropriate channels;
- Support NECEC Management in the development of quality control processes and maintain the Navigate program budget;
- Provide information about Cleantech Navigate Northeast programs to Council and Institute staff responsible for onboarding new NECEC Council members and sponsors, provide feedback on inquiries and document and direct external inquiries as needed.

80% TRAVEL REQUIRED TO VARIOUS UNANTICIPATED CLIENT SITES. MAY TELECOMMUTE FROM ANY U.S. LOCATION UP TO 20%.

All Requirements:

Bachelor of Science degree or foreign equivalent in Physics, Chemistry or a closely related scientific discipline followed by minimum 2 years of professional experience in organization management and research operations, development, innovation and quality management within clean-green energy sector. Experience, which may be gained concurrently, to include:

- Two years of experience in project planning and management of entrepreneurial and innovation research analysis;
- Two years of experience supervising research and evaluations ensuring quality and timely delivery of projects;
- One year of professional experience writing and/or assisting writing funding proposals;
- Two years of experience in project management including establishing best practices, conceiving innovative solutions that drive concept to implementation, and monitoring and reporting to multiple stakeholders;
- Two years of experience working with accelerators, incubators, and other “innovation practice” in clean energy sector;
- Two years of experience in initiating, implementing, monitoring, evaluating and advancing strategic plans that support research and analysis;
- Two years of experience and expertise in international research projects, including collecting primary data, and interpreting findings.

Please submit inquiries by email only to apim@necec.org. Inquiries must be addressed to Alistair Pim with the following reference number DirectorNECEC and include a cover letter and resume.