

Job Title: Strategic Partnerships Program Manager
Job Level: Full Time (Salaried)
Job Summary:

Greentown Labs is a curated community of bold, passionate entrepreneurs developing game-changing cleanenergy technologies that are transforming our energy future. Located in Somerville, Massachusetts and founded in 2011, the Greentown Labs Global Center for Cleantech Innovation is the largest cleantech incubator in North America, operating a 100,000 sq. ft. campus that enables entrepreneurs to solve today's biggest climate and environmental challenges. Its mission is to enable a vibrant community of startups by providing access to the resources and labs they need to thrive.

About the Strategic Partnerships Program Manager:

The Strategic Partnerships Program Manager is responsible for managing the day to day execution of our 'Greentown Launch' program. Greentown Launch is Greentown Labs' internal corporate accelerator designed to catalyze partnerships between corporate strategics and startups addressing the world's toughest cleantech challenges. This program has been built and codified by Greentown Labs to produce deals in the form of investments, joint development agreements, pilots, licensing deals, and other partnerships between startups and corporates. Over 65% of startups entering our programs have left with deals after 6 months of working with us. In 2019, due to the success of this accelerator, we scaled the Greentown Launch program from one program a year to four programs a year. In 2020 we plan to launch over five programs requiring new leadership to serve our corporate partners and startup participants as they pursue collaboration and partnership. The Strategic Partnerships Program Manager, with support from our team, will be responsible for startup recruitment, communication, coordination, relationship management, creative problem solving, curriculum development, and event execution for two Greentown Launch programs. This person will be the face of multiple programs designed to apply innovation to some of our industry's toughest climate, energy and efficiency challenges. For more on Greentown Launch, [visit our website](#).

Key Responsibilities:

- Serve as the face for two Greentown Launch programs to the Greentown Labs community at large
- Act as project leader with multiple stakeholder groups (program sponsors, partners, participants, and mentors), establishing expectations, deliverables, milestones, and momentum in a dynamic environment
- Collaborate with corporate partners to understand, build on and articulate their innovation needs and communicate those needs to the Greentown Labs' startup ecosystem internationally

- Manage content creation, outreach, and applicant tracking for the promotion of corporate challenges and the recruitment of challenge participants
- Conduct research and analysis on the startup ecosystem to best understand where and how entrepreneurs can be contacted and engaged for participation in relevant Greentown Launch program(s)
- Contribute to group decision-making and startup vetting processes in order to identify ideal startup program participants
- Evaluate and analyze accepted program participants' unique business and technical needs in order to develop program objectives and curriculum for the Greentown Launch accelerator program
- Work with Director of Strategic Partnerships and the Greentown Launch Associate to plan and execute programming based on participants' business and technical needs
- Coordinate a team of people to execute accelerator program events, ensuring impeccable quality and detail orientation
- Connect with leaders in cleantech sector and experts in business and engage them as volunteers in the accelerator mentorship program
- Provide hands on assistance as needed to participating startups and corporate partners as a 3rd party partner in partnership creation and success

Responsibilities:

- At least 5+ years of work experience post college
- Exceptional verbal and written communication skills
- Team player with the ability to accomplish tasks independently
- Good-humored relationship-builder undaunted by ambiguity
- Detail orientation and willingness to complete administrative tasks to support a larger mission
- Awareness of technology needs and trends in the clean energy and efficiency space(s)
- Fluency with corporate culture, terminology, process and external innovation strategy a plus
- Familiarity with Microsoft Office Suite (including PowerPoint), Google for Business, Google Drive and Salesforce
- Experience working within a VC, corporate and/or startup environment is a plus
- Enthusiasm for addressing climate change and energy challenges a *must*

Benefits/Perks of the Job:

- A flexible, fun, supportive, mission-driven working environment;
- Access to the largest cleantech incubator in North America which includes an awesome community of mission-driven entrepreneurs and endless networking opportunities with industry leaders;
- Immersion in a fun community of entrepreneurs;
- Monthly MBTA pass, bike racks, showers on-site; and

- Full benefits package including a 401K plan

Next Steps:

- Please send your resume, cover letter, 3 writing samples, and a list of 3 references to talent@greentownlabs.com. The subject of your email should be “Program Manager Application, [Your Name].”
- Your cover letter must address:
 - o Why you’re a good fit and why we would be psyched to have you join us;
 - o Your salary requirements; and
 - o The date you’re available to start.

Equal opportunity:

Greentown Labs seeks to fully represent our community and constituencies—particularly low-income communities and communities of color—to amplify those voices and provide opportunities to participate in the direction and leadership of the organization. We actively encourage candidates from broad, diverse backgrounds to apply. Greentown Labs is an equal opportunity employer.