

Job Title: Senior Manager, Partnerships
Job Location: Houston, TX
Job Level: Full-time (Exempt)

Job Summary: Greentown Labs, the largest climatetech startup incubator in North America, [is expanding to Houston in 2021](#) to be the first climatetech-focused incubator in the city and to serve as an on-the-ground catalyst for climate action in Houston. Greentown Labs collaborates with over 50 corporate partners, who play a critical role in helping climatetech startups to scale and succeed. Greentown is hiring a dynamic, mission-oriented, collaborative Partnerships Senior Manager to support our corporate partners and startup members in making meaningful connections. **This position is based in Houston, TX.**

The Senior Manager of Partnerships will lead in the delivery of ‘partnership engagements’ – the events and activities that Greentown organizes and leads to support our corporate partners in connecting with our climatetech ecosystem. The Senior Manager has three major responsibilities: (1) Support partners’ engagement with the Greentown ecosystem; (2) Manage partner relationships and support partnership renewals; and (3) Collaborate with Greentown HQ to ensure a uniform Greentown partner experience across Greentown’s two regional campuses.

While the Senior Manager will be responsible for cultivating and delivering on Greentown’s corporate partnerships, the Senior Manager should be equally excited to work with entrepreneurs and to support them in understanding partner interests and building relationships with them. This position reports to Greentown Labs’ Vice President of Partnerships in Somerville, MA, but will be **physically located in Houston, TX**. The major responsibilities of the Partnerships Senior Manager include, but are not limited to:

Support partner engagement with the Greentown ecosystem

- Delivery of partnership engagements: Design and execute both private, customized engagements and large-scale events for our corporate partners; Identify and communicate opportunities for our partners to participate in Greentown programming; And facilitate introductions between startups and corporate partners.
- Serve as “boots on the ground” face of the partnerships program in Houston: Plan and execute in-person partner engagements held at Greentown Houston; be the primary point of contact for partners focusing their engagement regionally within Houston.
- Engage Greentown’s Advisory Board: Support Greentown Partnership team in design and delivery of quarterly Advisory Board meetings.

Manage partner relationships and support renewals

- Steward relationships with Greentown Partners: Manage relationships with corporate partners, including through engaging partners in thought-leadership opportunities, organizing proactive touchpoints with partners, and ongoing tracking of activities.
- Support the Partnership renewal process: Evaluate partner needs and engagement history on an ongoing basis and inform renewal strategy.

Collaborate closely with Greentown HQ

- Provide partners access to both ecosystems: Be an active member of the Partnerships team and will work closely with colleagues in Somerville, MA to provide a consistent, high-quality partnership experience across the two locations.
- Act as a bridge between Houston and HQ: Ensure our partners get full value from both regional locations and importantly, that our startup members from across locations get full value from all of Greentown’s partners.

What are we looking for?

You, generally, are: A hard-working, organized, and enthusiastic individual. You are passionate about climate action. You're resourceful, collaborative, and have a knack for connecting people. You enjoy working on teams (including teams that span multiple geographies), but also thrive when assigned individual projects. You have a unique ability to connect with people and forge meaningful relationships. You have an ability to manage multiple projects and change priorities in stride, while maintaining high attention to detail. You are excited to take on a wide range of tasks – from high-level strategy discussions with senior executives, to event set up and administrative items. You have experience with and genuinely enjoy working at a startup or within a startup ecosystem. You are passionate about building community in general and building diverse, inclusive communities more specifically.

Your education + experience include:

- Bachelor's degree or equivalent in a relevant field
- At least 4 years of relevant professional experience
- Experience with project management
- Demonstration of customer service for diverse stakeholders
- Demonstration of a drive for collaboration – both internally and externally
- Comfort with virtual tools – web-conferencing platforms, CRMs (Salesforce), etc.
- Experience in cleantech, climate, environmental justice or environmental services is a plus
- An interest in learning on-the-job, a can-do attitude, and with being pushed outside of your comfort zone
- Excellent written and verbal communication skills, including comfort with PowerPoint
- Excellent organizational skills

Benefits + Perks:

- A flexible, fun, supportive working environment; working alongside amazing people tackling the planet's biggest challenges.
- Generous parental leave policy and benefits package including medical, dental and vision insurance and 401k plan; and
- Work at the largest climatetech incubator in North America which includes an awesome community of mission-driven entrepreneurs and endless networking opportunities.

Recruitment Process + Next Steps: In order to be considered for this role, please attach and send a PDF version of your resume, a short cover letter, a list of three references, and brief answers (maximum two paragraphs each) to the three questions below to talent@greentownlabs.com. The subject of your email should be "Senior Partnerships Manager-Houston: [Your Name]." **Failure to follow these instructions will result in an incomplete application.**

Your cover letter must address:

1. Why you're a good fit and why we would be psyched to have you join us;
2. Your salary requirements; and
3. The date you're available to start.

The ideal start date for this position is June 1, 2021, if not sooner.

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 and we do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

About Greentown Labs:

Greentown Labs is a community of climatetech and cleantech pioneers working to design a more sustainable world. As the largest climatetech startup incubator in North America, Greentown Labs brings together startups, corporates, investors, policymakers, and many others with a focus on scaling climate solutions. Driven by the mission of providing groundbreaking startups the resources, knowledge, connections, and equipment they need to thrive, Greentown Labs offers prototyping and wet lab space, shared office space, a machine shop, an electronics lab, software and business resources, a large network of corporate customers and investors, and more. Greentown Labs' 100,000-square-foot campus in Somerville, MA is home to more than 100 startups and has supported more than 300 startups since the incubator's founding in 2011. These startups have collectively created more than 6,500 direct jobs and have raised more than \$1.2 billion in funding. Greentown's second-ever location will open in Houston, TX, in spring 2021. The 40,000-square-foot campus will be home to over 50 climatetech startups. For more information, please visit www.greentownlabs.com or [Twitter](#), [Facebook](#), and [LinkedIn](#).