



Job Title: Investor Program Manager
Job Location: Somerville, MA or Houston, TX
Job Level: Full-time (Exempt)

JOB SUMMARY:

Greentown Labs is hiring a dynamic, collaborative Investor Program Manager to lead the delivery of the Investor Program and support our startup members in making meaningful connections to a rapidly expanding ecosystem of climatetech investors and investment firms.

Greentown Labs recognizes the critical importance of capital raising for startups and the growing interest from investors in putting their capital to work in climatetech. The Investor Program is designed, through a series of regular initiatives and events, to educate both startups and investors and foster meaningful connections between both stakeholder groups, with the goal of driving investment in our startup members and accelerating their growth.

This position reports directly to Greentown's Executive Vice President & General Counsel and may be based in either **Somerville, MA** or **Houston, TX**.

In leading the Investor Program, the Manager has four areas of responsibility: (1) execute core Investor Program deliverables, (2) cultivate Greentown's investor network, (3) develop working technical knowledge of the Greentown startup community, and (4) scouting and research of climatetech startups outside of the Greentown community, each of which is described in more detail below:

Execute Investor Program Deliverables (40% of time)

- The investor Program includes a well-defined and vibrant set of monthly programming activities which the Manager must independently manage, including the (i) investor newsletter, (ii) deal flow digest, (iii) investor speaker series, (iv) Greentown team and investor office hours, and (v) fundraising forum pitch practice sessions.
- Each of these programs and activities must be completed with a goal of increasing opportunities for underrepresented founders to secure investment; hence the Manager must strive to maintain a focus on diversity, equity and inclusion in executing the program.
- Programming and activities will be strategically reviewed quarterly, and with the input of Investor Program Manager, improved for the benefit of Greentown's members.

Cultivate Greentown's Investor Network (20%)

- The Program Manager will manage all inbound investor inquiries, from new leads to follow-up inquiries from Greentown communications, and ensure that all relevant connections between investors and startups are made.
- In addition, the Manager will conduct select outbound inquiries to identify new investment firms who have a climate-focused investment thesis.
- The Manager will also work with the Greentown Executive Team to develop and implement trainings and workshops for investors new to climatetech.

Develop Knowledge of the Greentown Member Community (20%)

- Connections are most meaningful when the interests of both parties are well understood. Therefore, the Investor Program Manager will be expected to develop a detailed understanding of the technical nature and market potential of the startups in Greentown.
- The Manager will maintain strong relationships with the startup community and be seen clearly as a resource for startups' questions and inquiries around capital needs.

Conduct Research and Scouting on Climatetech startups (20%)

- Building upon the Manager's knowledge and understanding of the Greentown startup community, the Manager will conduct scouting and research exercises on relevant climatetech startups from around the world.
- This scouting work will be for the benefit of Greentown's membership and partnerships teams, with whom the Manager will work consistently and closely.

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 are passionate about building community.

Your education + experience include:

- Bachelor's degree or equivalent in a relevant field
- At least 2 years of relevant professional experience
- Experience with project management
- Experience in finance-related field is a plus, but a desire to rapidly learn both the mechanics of early-stage investing and the technical knowledge of climate-focused startups is a requirement
- Demonstration of a drive for collaboration – both internally and externally
- Comfort with virtual tools – web-conferencing platforms, CRMs (Salesforce), etc.
- Experience in cleantech, climate, or environmental services is a plus
- An interest in learning on-the-job and comfort in being pushed outside your comfort zone
- Excellent written and verbal communication skills and strong 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:

Please attach and send 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 "Investor Program Manager: [Your Name]".

The ideal start date for this position is July 6, 2021, if not sooner.

Your cover letter must address:

1. Why you are a good fit and why we would be psyched to have you join us;
2. Your salary requirements; and
3. The date you are 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 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 with locations in Somerville, MA and Houston, TX, 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 and 42,000 square-foot facility in Houston, TX are home to more than 125 startups. Greentown Labs 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. For more information, please visit www.greentownlabs.com or [Twitter](#), [Facebook](#), and [LinkedIn](#).