

Chief of Staff



About the Company

SolarFi is an award-winning cleantech company working across the US and Europe focusing on clients that are committed to sustainability and smart city initiatives. We are a TechStars backed company and supported by NYSERDA (The New York State Energy Research and Development Authority), and Columbia University. We work out of the largest Cleantech incubator in North America, Greentown Labs. SolarFi is transforming outdoor spaces. Our solar-powered stations will work with cities and utility companies on creating a “business-in-a-box” with solar power and IoT sensors as well as solar-powered pods to charge e-scooters. Our products can be seen in NYC, Boston, Vermont, and Houston. We recently received an investment from one of the largest utility companies in America and are excited to work with them on partnerships to bring portable, clean energy. You will have an opportunity for a small salary plus equity.

SolarFi offers sustainable outdoor solutions for restaurants, public spaces, and municipalities that care about smart city initiative.

We care deeply about the community. Through our 501(c)(3) non-profit subsidiary we are seeking to support underserved segments of the community and very small businesses with sustainable solutions.

Our new product is Privè. Privè is a unique space where the city, research, and nature come together. It is a light environment, filled with plants and sounds of flowing water. This atmosphere makes a unique location for brain-storming sessions, dining, presentations, or workshops. But also for giving people the opportunity to use the pods as a business in a box to sell their arts, crafts, and other items.

We are all tired of being indoors, social-distanced spaces enable us to be outside, while remaining inside, dry, and surrounded by nature. Whether you are an artist looking for inspiration, a writer, looking for peace and quiet without going to a cafe, or romantic dining experience.

We currently have partnerships in place with municipalities with the aim to provide outdoor spaces for women and minority businesses with a business in a box to market their products outside in a socially-distanced manner.

SolarFi's Bliss product is Cleantech-hub that focuses on advanced mobility and solving issues in the circular economy; and providing an innovative outlet for omnichannel marketing. Internet, device-charging, and access to city services in a modern way.

Whether you are a municipality, telecommunication company, university, Utility company or a company looking to get their brands out there.

SolarFi supports the positive image of your community, organization or municipality, promotes a modern appearance and improves the climate action.

This is an exciting opportunity to join the founding team of a fast-growing startup. The ideal candidate will provide top-level assistance for high level executives. They should be well-organized and be comfortable scheduling meetings and responding to emails on the executive's behalf. Lastly, this individual should be able to draft documents and help the executive with any necessary meeting preparations. He/she will be critical to the teams growth, and will have tremendous visibility. You will be the glue that helps keeps things together.

Partner with the founding team— to scale them and the company through strategic initiatives, managing operations, and other impactful cross-company projects.

****100-day outcomes:**

General goal: Free up 50% of a founder's time (taking into account communication & review overhead) with an overall increase on resulting quality and impact. Sample contributions listed below.

Hiring: Conduct reference calls for candidates, source and outreach to leads for key roles, manage interview scheduling, hiring calibrations, help onboard new employees, and build a great culture.

Partnerships: Research and assemble a list of distribution partners to target, identify warm introductions for each, draft personalized outreach, manage existing partnerships. You will also be the lead person for the Hakuna Matata SolarFi Village creating a wonderland that corporations want to have a work retreat at.

Operations/events: Manage financial, accounting, manage new partners, help us leverage resources at Columbia University, MIT, NYSERDA, Techstars, and Greentown Labs, figure out how to scale fully remote operations globally. Help promote our Hakuna Matata Village where “WeWork” meets Mother Nature which is transforming outdoor areas

Meetings: Manage the founder's schedule to maximize productivity, schedule meetings and events, help prepare for meetings, attend non-critical meetings on behalf of the founder.

One-year outcomes:

Similar to 100 days, but expanded scope, quality and scale: free up 80% of a founder's time with a 2-3x increase on resulting quality and impact.

Who we're looking for:

Excellent written and verbal communication skills
Enthusiasm for creative problem-solving
Entrepreneurial blood
Previous experience in a business operational role.

- Previous event planning experience is a plus and experience coordinating travel
- Organized to a T - you are the type of person to consistently get to inbox zero and color code everything
- Strategic, first principles thinking
- Detail-oriented
- Organized, meticulous, dependable – ability to handle many moving parts
- Breadth of skills; knowledge, ability to learn quickly
- Passionate about social impact

Nice to have: savvy in business, hiring, finance, legal, fundraising, partnerships, or another critical business function

We're a contrarian and progressive culture of innovative thinkers and systematic executors that are driven to build cool things that matter.

Salary plus equity. Salary will increase once we get to Series A in 5-6 months. If certain milestones are hit, the Chief of Staff can be granted co-founder status.

If this aligns with you, time to hop on! Email: careers@solar-fi.com