

Job Title: Coordinator, Partnerships
Location: Somerville, MA or Houston, TX
Job Level: Full-time (Exempt)

Greentown Labs, the largest climatetech startup incubator in North America, is hiring a mission-oriented, detail-oriented, highly-organized coordinator to join its partnerships team.

Greentown Labs collaborates with nearly 70 corporate partners, who play a critical role in helping climatetech startups to scale and succeed. The coordinator will support across the entire lifecycle of a partner's experience with Greentown Labs by qualifying inbound interest, onboarding new partners, and assisting in the delivery of partnership engagements—the events and activities that Greentown organizes and leads to connect our corporate partners with our climatetech ecosystem. In addition to supporting corporate partnerships, the coordinator should be excited to work with entrepreneurs and to support them in understanding partner interests and building relationships with them.

This position reports to Greentown Labs' Director of Partnerships.

Key Responsibilities:

- Support the Partnerships Team in the delivery of partnership engagements. Specific activities may include startup research and scouting, outreach and communications with Greentown's startup community, and the coordination of in-person activities.
- Lead the new partner onboarding process—including the collection of needed partner information; internal coordination with the partnerships, community, and marketing and events teams; and preparing for invoicing by managing corporate procurement portals.
- Support internal processes and data management— including playing a core role in data entry and reporting through key tools (Salesforce, Asana).
- Collaborate closely with VP of Partnerships to monitor, respond to, and qualify inbound interest in partnering with Greentown Labs.
- Demonstrate hospitality and customer service in all communications with Greentown partners and startup members—in interactions ranging from reserving parking spots, to providing tours of the Greentown Labs facilities, to introducing partner leads to the Greentown community and its work via web conferences.

Desired education + experience include:

- Bachelor's degree or equivalent in a relevant field
- Excellent organizational skills and attention to detail
- Excellent written and verbal communication skills
- Comfort with virtual tools—web-conferencing platforms, CRMs (Salesforce), Google Suite, etc.
- Experience with project coordination and data management is a plus (may be professional, academic, or volunteer experience)



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- Experience in climatetech, climate, environmental justice, or environmental services is a plus (may be professional, academic, or volunteer experience)
- An interest in learning on the job, a can-do attitude, and an affinity for being pushed outside of your comfort zone
- Comfort with the fast-paced nature of a startup, including the ability to receive, prioritize, and react to information with minimal oversight
- Curious, eager to learn, and a team player; a “no task is too small” mentality

Benefits + Perks: View a comprehensive list of employer-sponsored benefits [here](#). Highlights include:

- Generous parental leave policy and benefits package including medical, dental, and vision insurance and 401k plan
- Monthly MBTA Link Pass and on-site bike racks and showers
- 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: To be considered for this role, please attach and send a PDF of your resume, a short cover letter, a list of three references, and brief answers (maximum two paragraphs each) to the three items below to talent@greentownlabs.com. The subject of your email should be “Coordinator, Partnerships: [Your Name].” **Failure to follow these instructions will result in an incomplete application.**

Your cover letter must address:

1. Why you’re a strong candidate
2. Your salary requirements
3. The date you’re available to start

The ideal start date for this position is April 1, 2022, 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.



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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.