

Job Title: Sales Operations Coordinator
Location: Somerville, MA
Job Level: Full-time (Exempt)

Greentown Labs, the largest climatetech incubator in North America, is hiring a Sales Operations (SalesOps) Coordinator to support the day-to-day operations of the organization's sales and membership operations.

The SalesOps candidate will be highly organized, motivated, and professional; although previous experience is appreciated, this is an entry-level role. The SalesOps position has a goal to maximize the sales and membership department's efficiency, productivity, and impact. This is done by managing data systems used to process member applications, qualifying sales leads, and supporting email mail merge campaigns.

This position reports to Greentown Labs' Sr. Director of Membership.

Key Responsibilities:

- Qualifying inbound leads and leads identified by staff across Greentown Labs
- Reviewing, processing, and qualifying new member applications to Greentown
- Data entry and cleansing in Salesforce and updating weekly reporting dashboards
- Select infrastructure improvement projects to automate processes, manage sales, reflect strategic goals of the department, and prepare data for use by other departments
- Developing email copy for outreach and drip email campaigns
- Prospecting event planning targeted at customers and execution, which may be digital or in person
- More support as needed

Desired Skills and Experience:

- Bachelor's degree with one to five years administrative, operations, or DevOps experience in a corporate, government, or equivalent environment. Prior internships or co-ops will be counted.
- Experience working with databases, preferably Salesforce.
- Experience navigating complex systems and processes.
- Comfort with the fast-paced nature of a startup; ability to receive, prioritize, and react to information with minimal oversight and adjust on the fly.
- Excellent relationship-building and interpersonal skills, including a respectful, customer-focused attitude.
- Mission-driven person who is motivated by Greentown's mission to support entrepreneurs solving the world's biggest climate challenges.
- Excellent written and oral communication skills.
- Business or related major preferred, but not required, with a strong academic record (cumulative GPA of 3.2 or higher).
- Familiarity with Salesforce, Asana, Slack, PowerPoint, FormAssembly, Mixmax, and Google Apps are a plus.



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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 "SalesOps Coordinator: [Your Name]." **Failure to follow these instructions will result in an incomplete application.**

Your cover letter must address:

1. Why you are a good fit;
2. Your salary requirements; and
3. The date you are 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.

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.