



JOB DESCRIPTION: MEMBERSHIP COORDINATOR

POSITION: FULL-TIME

The Greentown team collaborates with 220 startups today; on average the memberships team brings in 100 new high impact climatetech startups into the Greentown community a year. In this role you will work with the Membership Growth Manager to lead the new member application process and recruitment of cleantech startup companies locally, nationally, and internationally. Greentown growth coordinators have the opportunity to engage with over a hundred new founders and members a year working on exciting and novel technologies. This position will own inbound recruitment pipeline.

ABOUT THE POSITION:

Your work as the Membership Coordinator will focus on the following key objectives:

Business Development:

- Manage the pipeline of new member startup companies into Greentown Labs, from Houston to Somerville, including calls, tours, communications, application processing.
- Brainstorm and drive efficiencies within the member recruitment process, including driving improvements in the management of the member pipeline in Salesforce.
- Coordinate onboarding of new members with the Space team, Community team, and Safety team.
- Provide support as needed to the improvement, automation, and management of the onboarding and member data collection processes in Salesforce.
- Develop and execute a strategy to engage universities as well as diversity, equity, and inclusion acceleration partners in and around Houston, TX to develop a strong pipeline of technology startups for Greentown.
- Attend local and regional ecosystem events for member recruitment opportunities.

Data Management:

- Distribute, collect, process and track new member applications through scheduling and preparation of interviews, board review, and notifying of acceptance into Greentown Labs.
- Track leads, member application data and pipeline activity using Salesforce, including frequent reporting, pipeline forecasts, and occupancy projections.
- Attend local and regional ecosystem events for member recruitment opportunities.
- Actively maintain the Salesforce CRM system to ensure all information is accurate and up to date.

Administrative/Other:

- Actively communicates with on- and off-site colleagues, partners, and clients.
- Communications to stakeholders and potential members.
- Organizes meetings and follow up communications with potential members and interested parties.



- Commitment to diversity and to serving the needs of a diverse community.

Performs other duties as assigned.

Required Skills and Experience:

- Associate's degree or the equivalent combination of education and experience
- Experience with business development, marketing, and customer service
- Strong public speaking and communications skills
- Familiarity and comfort with the fast-paced nature of a startup, including the ability to receive, prioritize, and react to information with minimal oversight
- Respectful, customer-focused attitude; strong decorum, and ability to be discreet
- A mission-driven individual who is fulfilled and motivated by the goal of supporting early-stage entrepreneurs solving the world's biggest energy challenges
- Curious, eager to learn, and a team player; "no task is too small" mentality
- Ability to work some evenings, typically one evening per week.

WHO WE ARE LOOKING FOR:

A hard-working, highly organized, and enthusiastic individual with a can-do attitude who enjoys working with startups. You are a problem solver, detail-oriented, resourceful, creative, and collaborative with strong listening and communication skills. You enjoy working on teams but also thrive when assigned individual projects.

COMPENSATION, BENEFITS AND LOCATION:

Greentown offers a comprehensive benefits package. The salary for this position begins at \$54,000 and is commensurate with experience. This role is based in Greentown newest location in Houston, TX. In addition to a competitive salary, Greentown Labs also offers:

- 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
- Work at the largest climatetech incubator in North America, which includes an awesome community of mission-driven entrepreneurs and endless networking opportunities

TIMELINE AND HIRING PROCESS:

To be considered for this role please send your resume, cover letter, and a list of three references to talent@greentownlabs.com. The subject of your email should be "Membership Coordinator TX: [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 August 15, 2022, if not sooner.



EQUAL OPPORTUNITY STATEMENT:

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 climate action 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 startups the resources, knowledge, connections, and equipment they need to thrive, Greentown Labs offers lab space, shared office space, a machine shop, an electronics lab, software and business resources, and a large network of corporate customers, investors, and more. With its headquarters in Somerville, Mass. and a recently opened incubator in Houston, TX, Greentown Labs is home to 200 startups and has supported more than 450 startups since the incubator’s founding in 2011. These startups have collectively created more than 8,400 jobs and have raised more than \$2.2 billion in funding. For more information, please visit www.greentownlabs.com or [Twitter](#), [Facebook](#), and [LinkedIn](#).