



JOB DESCRIPTION: EDIJ ACCELERATOR PROGRAM MANAGER

POSITION: FULL-TIME

In this role you will work with the Senior Manager of Diversity, Equity, and Inclusion (DEI) to manage the day-to-day execution for our EDIJ accelerator. The EDIJ Accelerator Program Manager will be responsible for the entire lifecycle of the program, from startup recruitment, to relationship management, to event execution. You will be the face of multiple programs designed to apply innovation to some of our industry's toughest climate and environmental challenges.

ABOUT THE POSITION:

Your work as the EDIJ Accelerator Program Manager will focus on the following key objectives:

Operations:

- Lead the coordination, administration, and program management of the EDIJ accelerator program by collecting and managing information across program lifecycle (ie: application data, survey data, cadence call notes, etc.).
- Drive program objectives through program management, implementation, company communications, and ongoing support.
- Support in planning and executing programming based on participants' business and technical needs.
- Identify and recommend potential external program partners to leadership.
- Assist with the building of learning materials for the EDIJ accelerator program, including process, training, workshops, and best practices.

Business Analysis:

- Evaluate accepted program participants' unique business and technical needs to develop program goals.
- Conduct research and examination of the startup ecosystem to best understand where and how entrepreneurs can be contacted and engaged for participation in relevant Greentown events and programs.
- Manage content creation, outreach, and applicant tracking in collaboration with Greentown's marketing team for the recruitment of program participants, while incorporating principles of diversity, equity, and inclusion to build a diverse pipeline of startup applicants.
- Assist in determining and track appropriate goals to help demonstrate positive change.
- Actively determine and manage potential issues by partnering with internal departments to resolve.
- Establish expectations, deliverables, milestones, and momentum in a fast-paced environment while maintaining high-quality customer service.
- Coordinate multiple members of the Greentown team execute accelerator program events, ensuring impeccable quality and detail orientation.



Communication:

- Actively communicate with on- and off-site colleagues, partners, and clients.
- Actively communicate with stakeholders and end users.
- Organize meetings and follow up communications among participants in conjunction with other team members.

Administrative/Other:

- Assist in budgeting and purchasing related to program management as needed.
- Commitment to diversity and to serving the needs of a diverse community.

Performs other duties as assigned.

Required Skills and Experience:

- Bachelor's degree or the equivalent combination of education and experience.
- 3-5 years of experience in relevant fields.
- Excellent written and verbal communication skills.
- Experience with project management (experience leading internal or external client-facing projects is a plus).
- Familiarity with basic computer programs including Microsoft Office Suite and Google G- Suite, Salesforce, and virtual tools.
- Familiarity and comfort with the fast-paced nature of a startup, including the ability to receive, prioritize, and react to information with minimal oversight.
- Meticulous attention to detail and excellent organizational skills
- Demonstration of delivering customer service to a diverse set of stakeholders.
- Excellent written and verbal communication skills, including leading meetings, workshops, and presentations.
- 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 once a 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 \$60,000 and is commensurate with experience. This role is based in Greentown's Headquarters in Somerville, MA. 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;



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- 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 “EDIJ Accelerator Prog Mgr: [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 November 1, 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](#).