



Job Title: CT Program Manager

Job Level: Full-time (Exempt)

FORGE is a 501(c)3 nonprofit on a mission to **help startups on the journey from physical prototype through to commercialization and impact at scale**. We do this with a unique focus on manufacturing support, resources, and interventions - preparing innovators to manufacture and then making right-fit connections to the regional supply chain.

FORGE works with startups and innovators with physical products across sectors including robotics, medical devices, cleantech, agriculture, advanced materials, and more. The goal is to break down barriers to scale, and the numbers speak for themselves. The 500+ innovators we have helped so far boast an incredible survival rate of over 85%. The result? More impactful products make it to market, generating over \$34 million in known contracts and purchase orders for regional suppliers and manufacturers.

As Program Manager, you will deliver impactful support to our innovators. You will provide business and production connections, advice, engaging events, and encouragement. The successful applicant will take strong ownership of projects, demonstrate passion for the work, and show attention to detail and organization. They will be able to gather and synthesize data efficiently and execute regular regional events.

The role extends beyond the completion of individual projects to supporting the long-term realization of mission-focused, organizational success. The individual filling this role has the opportunity to introduce new and creative solutions for driving impact and ROI across program activities.

This is a full-time, hybrid (in-person and remote) position based in our regional office, requiring travel both in-state throughout for key events and meetings. This is a relationship-oriented role where in-person networking can bolster success. FORGE operates on a hybrid model, so working from home for part of the time is supported. The person in this role will work with the Head of CT Launch to support the generation of leads and to tailor local activities to the region, and will report

to the Head of CT Launch. *Anticipated start date: January 17, 2022*

Key Responsibilities: We are looking for an excellent programmatic operator who is excited to support innovators and diligent about project and data management. The CT Program Manager will be passionate about our mission, and proactive about continually improving and adding value to our core program - including reporting that impact with accuracy. They will be a strong professional who excels both at collaborating with teammates and working independently. *In more detail, key responsibilities, expectations, and perks include:*

Manage startup relationships, support, and offerings

- Build rapport and trust with CT innovators and gain deep understanding of their manufacturing needs
- Manage relationships, and ensure timely communication with innovators and other stakeholders
- Plan, design, and execute programmatic activities, including quarterly events
- Develop an understanding of capabilities in our CT manufacturer and supplier network, to facilitate making right-fit introductions for our innovators

Build strong, strategic relationships with regional manufacturers, suppliers, and leaders

- Establish and maintain relationships with regional manufacturers, suppliers and community leaders, building rapport, credibility, and connections
- Grow and deepen relationships with manufacturers in the area to address the needs of our startups and to grow our sponsorship pipeline
- Engage and onboard new regional manufacturing capabilities

Plan and report to achieve program goals

- Onboard all CT startups and maintain accurate and up-to-date records of impact and performance data
- Ensure preparation and timely delivery of programmatic metrics and communications
- Conduct programmatic reporting and analysis, research and materials development as needed
- Collaborate with teammates to support regional strategy, including proactively proposing improvements to activities and systems
- Work with the team to help identify opportunities to build the ecosystem and improve internal supports and systems

Support management of external relationships and visibility

- Represent FORGE publicly to strengthen and drive growth of innovator pipeline
- Build and nurture relationships with key ecosystem collaborators

Job Expectations:

- Professional experience working in or with innovators
- Enthusiasm for our mission to support innovators and the local manufacturing economy by engaging with manufacturers and broader supply chains, and commitment to innovation and production
- Strong communicator and operator with bias towards action
- Excellent project and detail management
- Team player with the ability to accomplish tasks both collaboratively and independently

- Fluency with Microsoft Office Suite and Google Drive
- Experience/comfort working with Salesforce or other relationship management tools a plus
- Technical background in engineering or manufacturing is advantageous but **not** required. The successful candidate will be eager and dedicated to learning and improving the basics of how we assess needs and support those innovators with resources and right-fit connections to supply chain expertise
- You embrace adaptability and flexibility while also being a deeply thoughtful systems thinker.

Recruitment Process & Next Steps: Please attach and send your resume and a short cover letter with brief answers (maximum one paragraph each) to the three questions below to apply@forgeimpact.org. The subject of your email should be "CT Program Manager: [Your Name]".

Your cover letter must address:

1. Why you're a good fit and why we would be psyched to have you join us;
2. How you learned about the role;
3. Your compensation expectations; and
4. The date you're available to start.

Compensation, Benefits, and Perks

- Annual salary commensurate with experience, with compensation starting at \$55,000
- Excellent health benefits
- Hybrid and flexible work hours
- Generous paid time off and parental leave policies
- Professional development and technology stipends
- Work with companies tackling and manufacturing solutions to the world's biggest problems! Immersion in an exciting, high impact community of manufacturers and innovators
- A mission-driven, high energy, supportive working environment with opportunity to learn and grow within the organization

Equal opportunity: FORGE seeks to fully represent our community and constituencies. We provide opportunities for many different voices to participate in the direction and leadership of the organization. We actively encourage candidates from broad, diverse backgrounds to apply. This helps us amplify those voices in our community. FORGE 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, or basis of disability or any other federal, state or local protected class.