



Job Title: Senior Program Director, Connecticut

Job Level: Full-time (Exempt)

FORGE is a 501(c)3 nonprofit on a mission to **help startups on the journey from physical prototype 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.

**In this role, you will lead FORGE's regional manufacturing strategy and company recruitment**, harnessing local manufacturing and supply chain resources for innovators, and driving economic value to the local manufacturing ecosystem. The role requires an excellent relationship builder and connector who is strategic and adept at creating enthusiasm for our work and bringing relevant regional stakeholders together. The successful applicant will be someone who takes strong ownership, will raise the profile of FORGE in the region, and has passion for the work.

**In addition, 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 Connecticut office, requiring in-state and New England travel for key events and meetings. This is a relationship-oriented role where in-person networking can bolster success. FORGE now operates on a hybrid model, so working from home for part of the time is supported. The person in this role will work to support the generation of leads and to tailor local activities to the region, and will report to the Head of CT Launch.

The person in this role will work with a regional advisory council made up of local leaders and experts to support the generation of supplier network providers and innovators, amplify visibility, and provide strategic input to help tailor local activities to the region. *Goal start date: January 17, 2023*

### **Key Responsibilities:**

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

- Identify and reach regional companies proactively to increase engagement
- 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

#### **Provide useful, contract-leading connections for innovators looking for manufacturing services**

- Make recommendations for right-fit potential manufacturing and supply chain referrals in your region to the program team, based on report of innovator needs
- Follow up with regional manufacturers and suppliers on existing connections, tracking agreements or contracts, gathering feedback on the referral and experience with FORGE, and/or closing the loop with the suppliers/manufacturers
- Manage and develop ways to keep regional suppliers and manufacturers engaged, deepening their involvement, and ensuring positive outcomes for our innovators and manufacturers
- 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

#### **Drive regional strategy, visibility & sustainability**

- Have your finger on the pulse of regional needs, trends, and opportunities, and propose mission-aligned opportunities for FORGE to add value, grow impact, and deliver on organizational KPIs and regional goals
- Support new proposals, programming, and strategic initiatives with regional information and materials as required for granting agencies and funders
- Design quarterly, high value, mission-aligned, public events and media opportunities in the region working collaboratively with Head of CT Launch and regional advisory councils
- Represent FORGE at critical ecosystem events by networking and promoting our services to our key audiences
- Identify qualified regional startups or innovators to be onboarded
- Identify and address specific regional needs by leveraging the regional advisory council,

internal data, and other resources

**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

**What are we looking for?**

You are: relationship-oriented, diplomatic, organized, and enthusiastic. You have a knack for connecting people and a passion for the mission. You enjoy working on teams but also thrive taking on individual projects. You have a keen ability to sustain meaningful relationships, manage multiple projects, and change priorities in stride. You believe in the value of local manufacturing, the power of supporting innovation, building community, and driving impact in the region.

**Your strengths & experience include:**

- Excellence in building and maintaining relationships, diplomacy
- Strong written and verbal communication skills
- Deep experience working with and/or understanding of manufacturing industry clusters and companies in the region
- Enthusiastic team player committed to adding value for internal and external stakeholders
- Ability to operate well independently and collaboratively
- Relevant leadership experience and demonstrated strategic thinking
- Willingness and ability to travel to meet stakeholders and attend events across the state and throughout New England
- Flexibility and ability to manage shifting priorities and adapt as the organization grows
- A growth mindset and commitment to continuous learning

**Additional qualifications that will assist in successful execution of position:**

- Experience and facility working with government a plus
- Knowledge of the needs of startups and innovators a plus
- Business development and Salesforce or general CRM experience a plus
- Fluency with Google and Microsoft Suites a plus

**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](mailto:apply@forgeimpact.org). The subject of your email should be "Senior Program Director, CT: [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 \$95,000, commensurate with experience
- 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.