



JOB DESCRIPTION: GENERAL MANAGER

POSITION: FULL-TIME

The General Manager will report directly to the CEO of Greentown Labs. In this role, you will focus on spearheading Greentown Houston, supporting new business opportunities, and building on the current membership. You will act as the external face of Greentown Houston, serving as the leader of the Houston team, participating in engagement of all relevant parties, and acting as the incubator's public face and representative under the direction of the GM's manager, the CEO.

To be successful in this highly collaborative role, this position will work seamlessly with the CEO, the entire Greentown team across locations, partners, startup members, and others. As an Executive Team member, you will work to facilitate consistency across the company and serve as a bridge to the leadership team on behalf of the Houston team.

ABOUT THE POSITION:

Your work as the General Manager will focus on the following key objectives:

Leadership and Team Building:

- Lead staff on-site in Houston, helping individuals grow professionally and strategically looking out for the needs and morale of staff. Houston-based Community, Operations, Marketing/Events, and Memberships team members have direct-line reporting responsibilities to GM and dotted lines to their HQ functional areas.
- Ensure strong collaboration and communication across the Houston team, to include keeping a pulse on weekly responsibilities for all team members and working with the team to balance the workload on-the-ground as needed.
- Participate in team activities that create an environment of shared purpose, comradery, and belonging among Houston team members.
- Facilitate communication and collaboration with all sites.
- Drive the Houston-based team to meet goals in alignment with our team values and culture.
- Participate in weekly Executive Team meetings and communicate key updates back to the Houston team as appropriate.

Ecosystem Engagement:

- Attend local networking and speaking engagements and participate in committee/board units in order to amplify the work of Greentown and create connections that will further the ecosystem.
- Serve as the representative at Greentown Houston events, in public forums, and in the local Houston media (in coordination with the Marketing and Communications team).
- Participate in engagements with Greentown Houston's inaugural corporate partners, in close coordination with the Partnerships team.



Administrative/Other:

- Managing the overall budget for the site, working with the finance office to set revenue targets and making adjustments as necessary.
- Reporting on evaluative data in a number of areas, including client satisfaction and business performance.
- With department heads, participate in the development of overall strategic goals, conducting regular evaluation sessions to set collective priorities and drive site results.
- 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 equivalent combination of education, training, and experience.
- Professional experience that includes at least 5 years of managing teams and developing staff, preferably in hospitality or consulting fields.
- Have a general understanding of financial statements, with significant experience managing operational budgets.
- Excellent written and verbal communication 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.
- Familiarity with lab environments.
- Meticulous attention to detail.
- Strong planning and critical thinking skills with the ability to anticipate needs and actions.
- 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.
- Ability to be on-call after hours for urgent or emergency situations.

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 \$144,000 and is commensurate with experience. This role is based 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 “General Manager Application”. **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 March 15, 2023, 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 incubators in Somerville, Mass. and Houston, Texas, Greentown Labs is home to more than 200 startups and has supported more than 500 since the incubator’s founding in 2011. These startups have collectively created more than 9,000 jobs and have raised more than \$4 billion in funding. For more information, please visit www.greentownlabs.com or [Twitter](#), [Facebook](#), and [LinkedIn](#).