



**JOB DESCRIPTION: DIRECTOR OF PARTNERSHIPS**  
**POSITION: FULL-TIME**

Greentown Labs, the largest climatetech startup incubator in North America, is hiring a mission-driven, detail-oriented, highly organized director to join its Partnerships team.

Greentown Labs collaborates with over 80 corporate partners that play a critical role in helping climatetech startups scale and succeed. The Director of Partnerships will lead the incubator partnerships team on the delivery and engagement of all partnerships contracts across the organization.

**ABOUT THE POSITION:**

Your work as the Director of Partnerships will focus on the following key objectives:

Partner Relationships and Outreach:

- Develop and/or delegate responsibilities to create the necessary deliverables for the engagement process to prospective partners and support on critical inbound partnership pipeline management.
- Lead on significant high-stakes engagements and support the Incubator Partnership team on engagement delivery where needed.
- Communicate key focus areas and goals to the broader Development team ([Greentown Go](#), [Investor Program](#), etc.) and collaborate where necessary.
- Manage high-profile partnership-related executive tours, events, and discussions.
- Work closely with the SVP of Partnerships and leadership team to design a partnerships strategy and plan.
- Research current programs and initiatives of prospective partners to identify possible areas for partnership.
- Develop programming for and execute on Sector Pitch Days held in Somerville.
- Provide high-level support on partnership engagement delivery and renewal.

Team Management:

- Build, lead, manage, and motivate a growing team focused on Incubator Partnerships.
- Provide clear strategic direction and guidance on prioritization of workstreams, input, and coaching on key deliverables.
- Balance program capacity needs, provide coaching, and ensure ongoing learnings are shared in real time across the full Incubator Partnerships team to drive continuous improvement.
- Manage team capacity and ability to deliver high-quality work efficiently and effectively.

Administrative/Other:

- Report quarterly on relevant partnership criteria, such as percentage of renewal, depth of engagement, connections to startup members, etc.
- Work with the SVP of Partnerships to develop a yearly budget to support Incubator partnership processes.



- Support the SVP of Partnerships in managing the [Industry Leadership Council and Houston Advisory Board](#).
- Work with the Finance team to ensure payment and follow-up of partnership-related invoicing.
- Maintain a 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 7 years of relevant professional experience with at least 3 in direct project management roles; experience in innovation or climatetech is a plus, but not necessary.
- Experience managing multiple competing projects and deadlines.
- Excellent ability to manage relationships and team build with individuals at all levels of the organization.
- Comfort with public speaking and presentations.
- Excellent organization and process-building 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.
- A mission-driven individual who is fulfilled and motivated by the goal of supporting early-stage entrepreneurs solving the world's biggest climate challenges.
- Curious, eager to learn, and a team player; a "no task is too small" mentality.
- Ability to work evenings, typically one evening per week.

### **WHO WE ARE LOOKING FOR:**

You are a hardworking, highly organized, and enthusiastic individual with a can-do attitude who enjoys working with startups and building community. 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 \$90,000 and is commensurate with experience. This role is based 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.
- 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](mailto:talent@greentownlabs.com). The subject of your email should be "Director Partnerships SOM: [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.
4. The ideal start date for this position is July 5, 2023, if not sooner.

**EQUAL OPPORTUNITY STATEMENT:**

An Equal Opportunity Employer: Greentown Labs believes that all persons are entitled to equal employment opportunity. Greentown Labs will not discriminate or tolerate discrimination against any employee or applicant because of race, color, creed, religion, genetic information, sex, sexual orientation, national origin, age, status with regard to public assistance, marital or veteran status, disability or any other characteristic protected by local, state or federal law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, transfer, discipline, layoff, recall and termination. Disabled applicants may request any reasonable accommodation needed to enable them to complete the application process, additionally reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role. Employment with Greentown Labs is on an "at will" basis which means either the applicant/employee or Greentown Labs can end the employment relationship at any time, for any reason, with or without prior notice.

**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 24,000 jobs, raised more than \$4 billion in funding, and generated more than \$9.8 billion in regional economic impact. For more information, please visit [www.greentownlabs.com](http://www.greentownlabs.com) or [Twitter](#), [Facebook](#), and [LinkedIn](#).