



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

Greentown Labs, the largest climatetech startup incubator in North America, is hiring a mission-driven, detail-oriented, highly organized manager 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 Manager of Partnerships will lead in the delivery of partnership engagements – the events and activities that Greentown organizes and leads to support our corporate partners in connecting with our climatetech ecosystem.

**ABOUT THE POSITION:**

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

Partner Relationships:

- Design and execute both private, customized engagements and large-scale events for our corporate partners.
- Identify and communicate opportunities for our partners to participate in Greentown programming.
- Manage outside-of-contract partnership engagements, such as lunch and learns, one-off events, and office hours.
- Support partnership-related tours, events, and discussions, with a greater focus in Houston.
- Steward relationships with Greentown partners as the “Account Manager” through engaging partners in thought-leadership opportunities, organizing proactive touchpoints with partners, and tracking activities and communication in an organized manner.
- Evaluate partner needs and engagement history on an ongoing basis and inform renewal strategy.
- Work with the Partnerships Coordinator to ensure data tracking and organization associated with the portfolio of partner accounts is completed in a timely manner.

Sector Pitch Day Programming:

- Identify relevant themes for specific sectors and design the event program around said themes.
- Strategically target relevant corporate partners and ecosystem friendlies for speaking and/or engagement opportunities.
- Work with the Community team to garner startup participation and set expectations.
- Work with the Marketing and Events team on all day-of logistics as well as any external promotion.

Administrative/Other:

- Assist in the scouting and evaluation of potential members through partner engagements.
- Research and write quarterly Concept Notes aligned with Sector Pitch Day topics.



- Assemble quarterly new member applications that list all startups that have applied to Greentown and their current status in the membership pipeline for distribution to Terawatt Partners.
- Provide general support for the Partnerships team in Houston and virtually for the Somerville office.
- 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 3 years relevant experience; experience in innovation or climatetech is a plus, but not necessary.
- At least 1 year in a project management and/or account management role.
- Excellent organization skills and attention to detail.
- Excellent written and verbal communication skills.
- Demonstrated experience working in a highly collaborative role with multiple stakeholder groups.
- 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 energy 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 \$60,000 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](mailto:talent@greentownlabs.com). The subject of your email should be "Partnerships Manager HTX: [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](#).