**Job Title:** Investor Program Associate  
**Job Level:** Part-time (20 hours a week)  
**Compensation:** $18/hr

*Important* This position is only available to community college undergraduate students who are attending school in Massachusetts or are residents of Massachusetts and attending a community college in another state.

**About Greentown Labs:**

Greentown Labs is on a mission to build an inclusive community that convenes, connects, and inspires entrepreneurs and ecosystems to advance climate solutions. As the largest climatetech startup incubator in North America, Greentown brings together startups, corporates, investors, policymakers, and many others with a focus on scaling climate solutions. Greentown believes there is a place for everyone in climatetech and is working to foster a more diverse and equitable climatetech community including women, people of color, first-gen communities, and other underrepresented groups. The incubator provides startups with the resources, knowledge, connections, and equipment they need to thrive including 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 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](https://twitter.com), [Facebook](https://facebook.com), and [LinkedIn](https://linkedin.com).

**Reporting Structure + Position Description:**

This position will report to the Director, Investor Program and support the Investor Program which is dedicated to connecting our community of startups with our vast network of climate-focused investors. The Investor Program Associate will help with the everyday operations, management, and communications with Greentown Labs’ 200+ startup member companies and our network of climate-focused investors.

The Investor Program Associate will support our rapidly growing community of climatetech and climate-oriented startups. This person will ensure that the Investor Program continues to run smoothly and grow in the resources it provides to members and investors, and track key outcomes through data collection and examination.

The Investor Program includes a vibrant set of monthly programming activities that the Investor Program Associate will support, including the (i) investor newsletter, (ii) deal flow digest, (iii) Greentown team and investor office hours, (iv) fundraising forum pitch practice sessions, and (v) external investor networking events and roundtables.
This role is expected to be on-site at Greentown Labs in Somerville, Mass. at least three days per week, with the option to work remotely two days per week.

Primary Responsibilities of this Role:

- Manage inbound investor interest from Greentown’s website, including Salesforce data entry, scheduling introductory calls, and participating in/taking notes on introductory calls
- Conduct research and outreach to build a network of climatetech investors
- On-the-ground logistics for investor-related programming and events
- Maintenance of Salesforce data for specialized investor and member lists, reports, and dashboards, utilizing Pitchbook and Crunchbase to fill out necessary information
- Carry out requests for reports pulled from Pitchbook, Salesforce, and other resources
- Confirm and track member attendance at investor programming, both internal and external, through email and Salesforce use
- Conduct research for new fundraising-related member resources
- Manage funding tracker and participate/take notes in member check-ins related to fundraising
- Attend relevant investor and community events to build the investor network at Greentown

Desired Skills + Experience:

- Be able to rapidly take on new responsibilities in a fast-paced growth environment
- Interest in learning more about climatetech, sustainability, clean technology, and startups
- Relevant experience displaying initiative and leadership
- Ability to prioritize and juggle many tasks at once
- Excellent written and verbal communication skills
- Can-do attitude and an eagerness to learn
- Ability and desire to think about process improvement
- Familiarity with Google Suite, Zoom, Salesforce, Pitchbook, or MixMax a plus

Benefits + Perks:

- A flexible, fun, supportive working environment
- Access to the largest climatetech incubator in North America, including an awesome community of mission-driven entrepreneurs and endless networking opportunities
- MBTA Pass

Next Steps:

- Please complete [this application form](#).

Equal opportunity:

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.