



Job Title: Program Director, CT

Job Type: Full-time (Exempt)

FORGE is seeking a Program Director to lead FORGE's regional impact, visibility, and recruitment, harnessing local manufacturing and supply chain resources for innovators, and driving economic value to the region. The successful applicant will take strong ownership of projects, demonstrate passion for the work, gather and synthesize data efficiently, and show attention to detail and organization. We are looking for an excellent relationship builder and connector who is strategic and adept at creating enthusiasm for our work and bringing relevant regional stakeholders together.

The Program Director will become the face of FORGE in Connecticut (CT), managing and hosting regional events that will connect our manufacturers and innovators, and ensuring a healthy pipeline of suppliers to engage and innovators to serve. The person in this role will work with 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. The role extends beyond the completion of individual projects to supporting the long-term realization of mission-focused, programmatic success across the organization. The individual filling this role has the opportunity to introduce new and creative solutions for driving impact across program activities.

This is a full-time, hybrid (remote and in-person) position requiring travel for key events and meetings. This role can be conducted largely remotely, but requires working out of FORGE's office in Hartford, CT at least once per week, as well as executing, supporting, and attending relevant FORGE and ecosystem events across CT and occasionally New England. The person in this role will work collaboratively with and across the FORGE program team and will report to the Head of CT Launch.

Anticipated start date: Rolling - on or by July 17, 2023

ABOUT THE POSITION:

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

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

- Develop an understanding of and grow capabilities within FORGE's CT manufacturer and supplier network, to facilitate making right-fit introductions for innovators
- Identify, engage, and onboard regional manufacturing companies to build FORGE's supply chain network in CT
- Manage and develop ways to keep regional suppliers and manufacturers engaged, deepening their involvement, and ensuring positive outcomes for our startups
- Make recommendations for impactful, contract-leading potential manufacturing and supply

chain referrals in CT to the program team, based on report of innovator needs

Drive regional activity and visibility to create and sustain impact in the state

- Develop a deep understanding of regional needs and trends, and propose opportunities for FORGE to add value, grow impact, and deliver on organizational KPIs and regional goals
- Design regular public events and media opportunities in the region, working collaboratively with Head of CT Launch and the regional advisory council
- Represent FORGE publicly to strengthen profile in CT
- Support proposals and strategic initiatives as required for granting agencies and funders
- Identify qualified regional startups or innovators to be onboarded

Bolster program goals with data-driven insights and reporting

- Suggest, prepare, and deliver programmatic metrics and key performance indicators
- Conduct reporting, analysis, research, and materials development as needed
- Collaborate with teammates to identify opportunities to improve internal supports and systems

Your strengths & experience include:

- Diplomacy and keen relationship management skills
- Strong written and verbal communication skills
- Relevant leadership experience
- Demonstrated strategic thinking, anchored by bias towards action
- Experience working with and/or understanding of manufacturing industry clusters and companies in the region (technical training not required)
- Flexibility and ability to manage shifting priorities and adapt as the organization grows
- Enthusiasm for our mission
- Team player with the ability to accomplish tasks both collaboratively and independently
- Willingness and ability to travel to meet stakeholders and attend events across the state and throughout New England

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
- Experience working with a nonprofit organization is a plus
- Event management and execution experience a plus

Compensation, benefits, and perks:

- Salary commensurate with experience, with annual compensation starting at \$85,000
- Hybrid and flexible work hours
- Excellent health benefits
- Generous paid time off and parental leave policies
- Professional development and technology stipends
- A mission-driven, high energy, supportive working environment with opportunity to learn and grow within the organization
- Immersion in an exciting, high impact community of manufacturers and innovators!



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. The subject of your email should be "Program Director, CT: [Your Name]".

Your cover letter must address:

1. What excites you about the role and why you're a good fit;
2. How you learned about the role;
3. Your compensation expectations; and
4. The date you're available to start.

An Equal Opportunity Employer: FORGE believes that all persons are entitled to equal employment opportunity. FORGE 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 FORGE is on an "at will" basis which means either the applicant/employee or FORGE can end the employment relationship at any time, for any reason, with or without prior notice.

About FORGE: FORGE is a 501(c)3 nonprofit on a mission to help startups on the journey from physical prototype through to commercialization and impact at scale. We do this with a unique focus on product development, manufacturing, and supply chain 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 650+ innovators we have helped so far boast an incredible survival rate of over 85%. The result? More impactful products localize production and make it to market - and in the process FORGE has supported over 5,000 jobs in innovation and manufacturing, contributed to regional economic resilience, and helped to reduce the carbon footprint of production.