



Job Title: Program Manager, Startup Engagement

Job Type: Full-time (Exempt)

FORGE is seeking a Program Manager who is passionate about helping startups and driven to deliver impactful support to innovators. The successful applicant will take strong ownership of projects, and show attention to detail and organization. We are looking for an excellent programmatic operator who is mission-focused and diligent about project and data management.

The Program Manager will build a deep understanding of the needs of the companies we support, gather and synthesize data efficiently, and execute regular value-add programming and events. They will be a strong professional who excels both at collaborating with teammates and working independently. 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 FORGE's Senior Program Manager.

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

ABOUT THE POSITION:

Your work as Program Manager, Startup Engagement will focus on the following key objectives:

Support and become the go-to point of contact for Connecticut-based innovators

- Join startup meetings to support communications, relationship building, and record keeping
- Develop an understanding of the needs of our startup network to make recommendations for impactful programming, and capabilities to add to our regional supplier network

Deliver regular and effective events for startups in Connecticut

- Help identify trends and topics that are of interest to the hardware innovation ecosystem
- Plan and execute workshops and programmatic events in collaboration with CT programmatic, partnership, and marketing focused team members
- Communicate and coordinate with external speakers, panelists, and participants

Manage excellent data infrastructure and support fresh insights

- Prepare and deliver programmatic metrics and key performance indicators
- Collaborate with teammates to develop and maintain internal reporting infrastructure

Support management of external relationships and visibility

- Represent FORGE publicly to strengthen and drive growth of innovator pipeline
- Support communications with key ecosystem collaborators
- Travel locally for key events and meetings

Your strengths & experience include:

- Enthusiasm for our mission
- Strong communicator and operator with bias towards action
- Team player with the ability to accomplish tasks both collaboratively and independently
- A growth mindset and commitment to continuous learning
- Excellent project management and detail orientation
- Experience/comfort working with Salesforce or other relationship management tools a plus
- Technical background is not required - the successful candidate will have the enthusiasm and aptitude to learn through onboarding and training
- Willingness and ability to travel to meet stakeholders and attend events across the state and throughout New England

Compensation, benefits, and perks:

- Salary commensurate with experience, with annual compensation starting at \$50,000
- 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 Manager, Startup Engagement: [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.