



Position: Northeast Regional Director, Cleantech Open, NECEC

Location: Boston, MA

Reports to: VP of Innovation and Partnerships, NECEC

Compensation: Commensurate upon experience

Start Date: As soon as possible

Position Summary

NECEC is seeking a collaborative, self-starter to lead and grow the Cleantech Open program in the Northeast. Cleantech Open is the world's **oldest** and **largest** cleantech startup accelerator program with the mission of finding, funding, and fostering the most successful cleantech startups on the planet. NECEC is the premier clean energy business, policy and innovation organization in the Northeast and the regional affiliate of the global Cleantech Open network. NECEC runs the annual Cleantech Open business accelerator in the Northeast, which provides extensive mentorship, training, and opportunities for high-value networking and visibility to the most promising cleantech startups in the region.

NECEC seeks a new leader to manage the full operations of the Northeast Cleantech Open Program. The Cleantech Open "Northeast Regional Director" also plays a critical role on the NECEC team, working across the organization to connect the Cleantech Open startup and volunteer community to the clean energy industry at large. The position leads a small team and a highly experienced network of volunteers across the region's community of thought-leaders, investors, entrepreneurs, and business people in the cleantech industry throughout the Northeast region. This role allows the individual to contribute to the growth and success of cleantech startups across the region.

Responsibilities

Cleantech Open runs on an annual calendar. This startup accelerator engages sponsors and leading cleantech companies and the innovation community, runs events and outreach to recruit applicants, selects the most promising and prepared startups for the annual cohort, matches startups to mentors and experts, provides leading entrepreneurial education and guidance on the startups' business plans and pitches, and organizes reviewers and the region's leading cleantech investors, partners, and executives to serve as judges for the annual competition and finals event.

The Northeast Regional Director reports to the VP Innovation and Partnerships, of NECEC. S/he is the leader of the Cleantech Open team in the Northeast and is responsible for managing a small staff, core volunteer leaders and committees, major events, and relationships with partners and sponsors. Responsibilities will include:

- Managing the day-to-day operations of the Cleantech Open accelerator program in the Northeast to make sure the entrepreneur training, community-building and competition activities of the program run effectively and smoothly for maximum impact within approved budget, utilizing volunteer-staffed committees and working groups.
- Coordinate with the National Cleantech Open network working with the CTO National staff, maintaining a strong connection and integrating the Northeast's regional cleantech entrepreneurship community into the national program with the CTO program manager.
- Coordinate with other NECEC programs and initiatives, including NECEC's other Innovation & Entrepreneurship program, Cleantech Navigate Northeast, which manages networks of investors, corporate partners and customers for connections to early stage cleantech startups in both Navigate and Cleantech Open.
- Work closely with NECEC management in maintaining relationships with and enlisting major sponsors (such as the Massachusetts Clean Energy Center, NYSERDA, National Grid, Mintz Levin, Foley Hoag and others) to provide them maximum benefit and to fulfill budgetary needs of the Northeast Cleantech Open program.
- Recruit and manage Cleantech Open volunteer chairs / committees and coordinate their activities in the Northeast.
- Manage at least one full-time staff person, the Program Manager, who is responsible for database management, program operations, event planning, and communications including social media, blog, press, web presence, and is responsible in supporting the Director's management of the following committees and working groups:
 - Applicant Recruitment Committee
 - Review Committee
 - Mentor Committee
 - Judging Committee
 - Sustainability Committee
- Plan and execute major regional events (with support of team), including:
 - East Coast Academy
 - Business Clinics
 - Mock Judging
 - Regional Finals, and Innovation Expo & Awards Gala
- Support volunteer Metro Directors on planning important local events across the Northeast, including:
 - Mentor Mixers
 - Workshops
 - Clinics
 - Mock Judging
- Work directly with emerging cleantech entrepreneurs from as many as 50 regionally based cleantech startups, to help them succeed in growing and scaling their businesses.
- Seek out and secure sponsors at the regional level as well as working with CTO National Staff to grow those sponsors to the national scale.

- Champion the regional cleantech entrepreneurship community as a visible spokesperson, bringing in additional resources and connections.
- Occasional travel to NY and around the Northeast region and possible travel to the CTO Global Forum.

Qualifications and Characteristics

The position of Regional Director requires a collaborative and motivated, self-starter to manage both the internal and external operations of the Cleantech Open program in the Northeast. Ideal candidates will have at least five years' professional experience in an entrepreneurial role with significant responsibility including entrepreneurial mentoring and education experience, a passion for cleantech and clean energy businesses, strong organizational, event, and business relationship management experience, and a demonstrated track record of strong performance. Relevant graduate school and experience with cleantech venture and entrepreneurial initiatives are a plus.

- Superior project manager with ability to see through multiple events in coordination with a variety of partner organizations
- Strong public speaking and presentation skills
- Excellent relationship building skills
- Ability to recruit and manage a large pool of volunteers and interns
- High energy and incredibly hard worker
- Demonstrable enthusiasm and interest in entrepreneurship and clean technologies
- Excellent verbal and written communicator
- Customer-centric attitude with high level of professionalism
- Ability to multi-task and work under pressure with limited resources
- Self-motivated, takes initiative, able to work independently or as part of a team
- Strong organizational abilities, attention to detail
- Advanced proficiency and ability to adapt to new digital tools and project management programs.
- Ability to develop relationships with sponsors
- Desired but not required: experience with customer relationship management

The position is not limited to the listed tasks as one must be versatile and willing to carry out additional tasks that are not outlined in the above job description. Sometimes, will need to work as a team member and work collaboratively, working to the maxim of “no task is too small-everyone must pitch in.” This role is a leadership position with the ultimate goal of helping start-ups in the Northeast region gain exposure and build a network that will allow them to develop practical solutions to our challenging energy concerns.

To Apply

Please submit a resume and cover letter to Alistair Pim apim@necec.org, with the subject line “Northeast Regional Director Cleantech Open.”

Salary and Compensation

Salary commensurate with experience. Benefits package includes health and dental coverage and three weeks of vacation time. A great opportunity to become a visible part of a regional and national network of Cleantech professionals.

About Cleantech Open:

We find, fund and foster the most promising cleantech startups on the planet.

The mission of the Cleantech Open is to find, fund, and foster the big ideas that address today's most urgent energy, environmental, and economic challenges. The Cleantech Open has established itself as the leader in developing clean technology startup entrepreneurs addressing these challenges. Since 2005 Cleantech Open (CTO) has trained over 1200 early-stage clean technology startup entrepreneurs through its annual business accelerator. A majority of CTO alumni have survived the merciless technology startup "valley of death" and gone on to raise \$1.2 billion and create over 3,000 clean economy jobs

We believe that the solutions to the most critical challenges facing the U.S. today, related to energy, environment and the economy will come from the creativity, dedication, and passion of entrepreneurs and inventors. The primary catalyst through which the Cleantech Open has advanced its unique workforce model is via the world's largest and most successful cleantech business competition and networking programs. To learn more about the Northeast Region, visit <http://northeast.cleantechopen.com>.

About NECEC

NECEC (Northeast Clean Energy Council & NECEC Institute) is the premier voice of businesses building a world-class clean energy hub in the Northeast, helping clean energy companies start, scale and succeed with our unique business, innovation and policy leadership. NECEC includes the Northeast Clean Energy Council (a nonprofit business member organization), and NECEC Institute (a nonprofit focused on industry research, innovation, policy development and communications initiatives). NECEC brings together business leaders and key stakeholders to engage in influential policy discussions and business initiatives while building connections that propel the clean energy industry forward. Learn more: <http://www.necec.org>.