



Position Announcement

Title: Innovation Program Manager

Location: Boston, MA

ORGANIZATION DESCRIPTION

The New England Clean Energy Council (NECEC, a 501c6) and the New England Clean Energy Foundation (NECEF, a 501c3) are affiliated non-profit organizations founded in 2007 that have had a strong impact on the emergence and growth of a vibrant clean energy cluster in New England—and on national clean energy initiatives as well. NECEC is the leading clean energy trade association in the New England region, representing hundreds of clean energy companies, while NECEF is the leading clean energy cluster development organization, researching and developing innovation, workforce and other related programs.

The New England Clean Energy Council's mission is to accelerate New England's clean energy economy to global leadership by building an active community of stakeholders and a world-class cluster of clean energy companies. The Council represents close to 400 member and affiliate member organizations, including clean energy companies, venture investors, major financial institutions, universities, industry associations, utilities, labor and large commercial end-users. The Council's ranks include clean energy CEOs, representatives from most of the region's top 10 law firms, and partners from most of the top New England venture capital firms.

The New England Clean Energy Foundation's mission, as a supporting entity of the New England Clean Energy Council, is to accelerate New England's clean energy economy to global leadership through innovation, education, workforce development, and research programs.

Working with their stakeholders, NECEC and NECEF develop and execute a wide array of programs in six strategic focus areas: Innovation, Growth, Education & Workforce Development, Adoption, Policy & Advocacy, and Research.

POSITION BACKGROUND

NECEF's Innovation Programs are centered on the New England i6 Green Consortium, a proposed pilot for a full-scale New England Energy Innovation Consortium. The proposed i6 Green program is a partnership that connects a broad number of New England clean energy innovation partners and programs to accelerate clean energy research and commercialization, designed to help bridge the early-stage, proof-of-concept "valley of death" from lab to commercial validation of clean energy technologies. The aim of the program is to expand translational-stage support for clean energy technology, drawing on the economic potential of the New England innovation cluster.

NECEF is seeking a full-time Program Manager to manage Innovation Programs on a daily basis. Reporting to the Executive Director of NECEF, the individual will be expected to drive daily activity for the program; make and implement recommendations for program/process improvement; and assume responsibility for managing future grant writing efforts.

KEY RESPONSIBILITIES

- Represent NECEF at routine status and planning meetings with i6 Green and U-Launch project partners.
- Manage outreach and relationship management with clean energy innovation partners including State government agencies, universities, non-profits, and the private sector.
- Manage relationships and outreach with clean energy R&D projects.
- Coordinate NECEF and partner due diligence on R&D projects to evaluate potential
- Source and coordinate writing efforts for Federal, State and foundation grant funding opportunities.
- Manage details of NECEF's involvement in the U-Launch Program, a DOE-funded regional innovation partnership.
- Manage details of the i6 Green Program, including reporting on returns and milestones, drafting required federal reporting documents, managing and coordinating sub-grant budgets, and serving as one of NECEF's key contacts with the U.S. government agencies.
- Plan and execute events focused on regional energy innovation.

QUALIFICATIONS

- 5 or more years' experience in project management, grant writing, or similar.
- Bachelors' degree required, MBA or similar prior experience preferred, including experience with start-up financial and business plans.
- Clean energy industry experience preferred.
- Experience in clean energy and start-up /early stage innovation industries preferred.
- Fluency in working with MS Excel, Word, Outlook required. Familiarity with grants.gov preferred.
- Excellent written and verbal communication skills.
- Ability and willingness to travel within New England.
- Attention to detail and strong interpersonal skills are critical for this position.
- Passion for the mission of NECEC and NECEF.

COMPENSATION

Salary range is commensurate with experience. This is a full-time position funded initially by a two-year grant.

START DATE

Immediately.

TO APPLY

Email a resume and cover letter to Trish Fields at tfields@cleanenergycouncil.org. Please include your salary requirements as well as three references with your submission.

New England Clean Energy Council and New England Clean Energy Foundation are equal opportunity employers.