



Job Title: Strategic Partnerships Coordinator

Job Level: Full Time (Salaried)

Job Summary:

Greentown Labs is a curated community of bold, passionate entrepreneurs developing game-changing energy technologies that are transforming our energy future. Located in Somerville, Massachusetts, and founded in 2011, the Greentown Labs Global Center for Cleantech Innovation is the largest cleantech incubator in North America, operating a 100,000 sq. ft. campus that enables entrepreneurs to solve today's biggest energy and environmental problems. Its mission is to enable a vibrant community of startups by providing access to the resources and labs they need to thrive.

About the Strategic Partnerships Coordinator Role:

The Strategic Partnerships Coordinator is responsible for tactical organization and planning centered around the day-to-day operations and communications of Greentown Labs' Strategic Partnerships team. The most critical element of this role involves anticipating and prioritizing current and future needs of the Strategic Partnerships team. The Coordinator serves as a liaison between the Strategic Partnerships team, corporate partners, prospective partners, startups and Greentown Labs staff to ensure seamless execution of major communications, coordination and programming within the department's purview.

Primary Responsibilities of this Role:

- Ensure smooth coordination of engagements with key prospects for Greentown Labs corporate partner program
- Provide a conduit between the Strategic Partnerships team and other Greentown teams to ensure internal meetings are scheduled and attendees are confirmed
- Write briefs summarizing visitor and visit information to prepare the Strategic Partnerships team for major engagements
- Take impeccable and organized notes to ensure the documentation of meetings and visits across the Strategic Partnerships team
- Draft communications and coordinate follow ups with prospective and current corporate partners on behalf of the Sr. Director of Strategic Partnerships and Director of Corporate Partnerships
- Provide tours to existing Corporate Partners as needed
- Manage Salesforce data entry of business card information, meeting details and contacts on a daily basis



- Support the organization and execution of Advisory Board meetings and Greentown Launch events to ensure all participants are comfortable and meeting logistics are covered
- Reserve spaces and coordinate details for meetings, visits and Greentown Launch accelerator events, including organizing catering as needed
- Manage data on key Launch program stakeholders for smooth and efficient operations
- Ensure the google drive, dropbox and task management tools for both the Corporate Partner program and the Greentown Launch program are maintained and orderly

Required Skills and Experience:

- Bachelor's degree with 3 years administrative and/or communications experience in a corporate, government or equivalent environment.
- Exceptional, professional oral and written communication skills, including gracious phone manner and excellent email etiquette.
- Meticulous attention to detail; strong planning and critical thinking skills with the ability to anticipate needs and actions of the Strategic Partnerships team
- Comfort with fast-paced nature of a startup; ability to receive, prioritize and react to information with minimal oversight and adjust on the fly.
- Strong decorum, professionalism, and ability to be discreet in the handling of highly sensitive information.
- Strong relationship building and interpersonal skills, including respectful, customer-focused attitude towards all with whom the Strategic Partnerships team interacts.
- Ability to work late on some evenings as needed
- Proficiency with Microsoft Word, PowerPoint, Google for Business, Slack, Salesforce, and MailChimp or equivalent platforms.
- Mission-driven individual who is motivated by our mission to support entrepreneurs solving the world's biggest climate and environmental challenges.

Benefits/Perks of the Job:

- A flexible, fun, supportive, mission-driven working environment;
- Access to the largest cleantech incubator in North America which includes an awesome community of mission-driven entrepreneurs and endless networking opportunities with industry leaders;
- Immersion in a fun community of entrepreneurs;
- Monthly MBTA pass, bike racks, showers on-site; and
- Full benefits package including a 401K plan



Next Steps:

- Please send your resume, cover letter, 3 writing samples, and a list of 3 references to talent@greentownlabs.com. The subject of your email should be “Coordinator Application, [Your Name].”
- Your cover letter must address:
 - o Why you’re a good fit and why we would be psyched to have you join us;
 - o Your salary requirements; and
 - o The date you’re available to start.

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.