



Venture for ClimateTech – Program Manager



Overview:

NextCorps is a non-profit that helps technology-oriented entrepreneurs launch and grow successful startups, and established companies grow their revenues and profitability.

NextCorps manages and delivers a number of different programs, including early-stage technology commercialization, business incubation and accelerators, curriculum-based boot camps and consulting services for manufacturing related projects.

Venture for ClimateTech (V4C) is a NextCorps' global venture studio and accelerator program that identifies and supports climate technologies that can have a positive impact on New York State. We run a virtual program that is tailored for the climate innovators and companies at the earliest stages of their commercialization journey. We source the most promising climate tech innovators from around the world and offer them hands-on support to build out their teams and businesses until they are ready for first customers, pilot runs, and investment. You can find out more about V4C here. V4C is run by Nextcorps and SecondMuse in partnership with NYSERDA. For more information on our program check out forclimatetech.org.

The Program Manager will work closely with the entire V4C team to manage the full accelerator cycle from company sourcing through graduation. This includes virtual event management, building and scheduling curriculum, utilization of tools to manage program data, as well as developing and maintaining the network of partners who help the program and our founders succeed in the long run. The program manager will:

- Own the planning and execution of weekly curriculum sessions for the cohort from planning content to coordinating external speakers
- Coordinate meetings and events between the cohort and the program, as well as with external partners
- Manage the network of mentors, investors, and program partners who want to engage with the V4C companies
- Assist in sourcing and evaluating the next class of V4C companies

Qualifications

Required:

- Prior experience working for or with startups
- A passion for the climate tech space
- Strong organizational and time management skills
- Effective writer, public speaker, communicator
- Bachelor's Degree or equivalent in relevant field

Preferred:

- Hands on experience with lean launchpad curriculum
- Prior experiences with climate tech
- Experience with community management
- Experience with some form of teaching, or instruction

- Experience with, or willingness to learn collaboration tools such as Notion and Asana
- Experience working remotely and using remote work tools
- Focus on process improvement and operational efficiency- Ensures accountability with self and others
- A solid understanding of commercialization, startup company formation, and the startup ecosystem A background in hardtech, climate tech or finance is a plus

Relationships

Reports To: Venture for ClimateTech Managing Director
Manages: N/A
Coordinates With: V4C Operations Manager, Director of Partnerships, Marketing & Communications Specialist, and SecondMuse Program Director

Additional Details

Location: Sibley Square, 260 East Main Street, Suite 6000, Rochester, NY though remote during Covid-19

Work Schedule: Will require some flexibility to meet program delivery

Important Note

NextCorps reserves the right to modify, interpret, or apply this position description in any way the company desires. This position description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This position description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.”

Qualified employees who, because of a physical or mental impairment that significantly limits a major life activity, require a reasonable accommodation to perform the essential functions of this position should notify their manager.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

To Apply for this position

Please email your resume and cover note/letter to Jackie.Amable@nextcorps.org, with “**V4C – Program Manager**” in the subject line. All applications are due by December 13, 2021. Please include in the email or cover letter what interests you about this role and our community