



Scale for

ClimateTech – Manufacturing Project Coordinator

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.

The **Scale For ClimateTech** program (S4C) is designed to help startup teams that are commercializing a hardware device that helps reduce greenhouse gas emissions advance from a working prototype to mass production. More information is available at our website: <https://forclimatetech.org/scale-for-climatetech/>

Scale For ClimateTech's new Manufacturing & Engineers-in-Residence program offers project funding to climate tech hardware innovators who are ready to manufacture and are looking to make an impact in New York State.

The **S4C Manufacturing Projects Coordinator** is primarily responsible for day-to-day coordination of the participants, resources, and tasks for the Manufacturing & Engineers-in-Residence (MEIR) grant program. Responsibilities include the following elements:

Recruiting

- Assist in the recruiting and selection process for MEIR grant awards in accord with the program requirements and process
- Identifying sources of potential grantees,
- Manage databases for tracking grant applicants,
- Assist with the review and selection process along with the S4C program staff and key funders for the MEIR program.

Grantee Project Management

- Facilitate evaluation of potential projects with manufacturing and engineering experts along to understand and document project scope and key requirements
- Establish written agreements (using program templates) among potential grantees, contracted MEIR project resources, and NextCorps for the execution of MEIR projects
- Monitor and report on MEIR projects through program duration
- Help resolve issues between contract manufacturers and grantees, when necessary, to ensure project success
- Maintain databases to archive project documentation
- Prepare reports for NextCorps and program funders on a monthly and quarterly basis

Collaboration

- Assist with identification and management of external collaborators/strategic partners, including Manufacturing Extension Partner Centers in New York State, expert manufacturing and engineering consultants, and other resources required to execute projects for MEIR grantees
- Identify possible funding sources to augment MEIR grants and participate in grant writing
- Work with other organizations, including SecondMuse (NextCorps' program partner in New York City) to share best practices, project leads and promotional materials

- Assist with reports to funding organizations including financial metrics
- Compile monthly milestone accomplishments for the program and participants

Marketing and Promotion

- Assist with marketing and awareness of the program
- Coordinate published content with NextCorps marketing and media staff
- Assist with planning and creating general informational pieces about the program

Qualifications

- Strong organizational skills, time and project management, and attention to detail
- Experience in managing multiple projects and working with remote teams using video conferencing tools such as Zoom is required
- Position requires extensive use of GoogleDocs, Excel, and Slack
- Applicants should have a passion for sustainable, non-fossil fuel energy generation and an understanding of the effects of greenhouse gases on the environment
- Interest in entrepreneurial organizations and technology-based startup culture is desired.
- Expertise in startups, business, manufacturing, and/or industrial fields
- Knowledge of emerging climate technologies and the market for products intended to reduce the impacts of climate change
- Consulting
- Strategic planning
- Budget and financial management
- Internal and external communication
- Community and ecosystem building

Nice to Haves

- Familiarity with the New York State climate ecosystem
- Engineering, technical expertise, or design experience
- Grant or Contract experience

Relationships

Reports To: Scale For ClimateTech Program Coordinator

Manages: N/A

Coordinates with: NextCorps Scale For ClimateTech team, NextCorps' and state-wide Manufacturing Extension Partnership staff, and NYSERDA Program personnel

Additional Details

Location: Sibley Square, 260 East Main Street, Suite 6000, Rochester, NY ([remote during Covid-19](#))

FLSA: [Exempt](#)

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 written or video resume and cover note/letter to resumes@nextcorps.org, with “**S4C Manufacturing Projects Coordinator**” in the subject line. All applications are due by **February 22, 2022**.