



## Clean Energy Trust Program Manager - Startup Programs

### Position Description

#### The Opportunity

At Clean Energy Trust we believe in the power of entrepreneurship and innovation to conserve natural resources, protect the environment, and prevent climate change.

We are seeking a Program Manager to support our mission by helping us find great startups, managing our database of opportunities, running a quarterly investment application process, communicating with outside stakeholders such as applicants, evaluators, and the investment committee, and planning and executing world-class events. You will be working across our organization, including with our investment, marketing, fundraising, and operations teams.

Clean Energy Trust brings cleantech innovation to market by finding, funding, and growing high-impact cleantech startups from the Midwest. Structured as a nonprofit, Clean Energy Trust makes seed investments and provides patient, hands-on support to help entrepreneurs scale and succeed. To date, Clean Energy Trust has invested in 27 companies across the Midwest. Learn more at [www.CleanEnergyTrust.org](http://www.CleanEnergyTrust.org).

#### Key Responsibilities

- Oversee application platforms for university and investment programs
- Assist with investment program communications and event planning
- Manage portfolio company data survey collection process and maintain metrics databases
- Coordinate outreach and manage engagement for investment programs
- Develop and maintain relationships with sourcing nodes including universities, accelerators, and incubators
- Contribute to CET's research and thought leadership

#### Additional Responsibilities

- Participate in special projects and events
- Manage and oversee the Venture Development Intern process through various local venture programs
- Administrative and research assistance as needed
- Other duties as assigned

#### Success Factors

The ideal candidate will have:

- Ability to work independently and in a group setting



- Strong executive function, including the ability to plan ahead, take initiative, and work on multiple projects simultaneously in a fast-paced environment
- The interpersonal skills necessary to collaborate with Clean Energy Trusts' staff, third party contractors, portfolio companies, and ecosystem partners
- Comfort with ambiguity and demonstrated ability to be self-starting and entrepreneurial
- Passion for the mission of Clean Energy Trust and a commitment to supporting innovation, entrepreneurs, and the world's transition to a low-carbon and resource efficient economy.

### **Qualifications**

- Minimum of 1-2 years of relevant program manager or analyst experience
- Bachelor's degree in any field with some demonstrated quantitative and computation skills
- Strong project management skills
- Excellent written and oral communication skills
- Mastery of Microsoft products, specifically Word, Powerpoint and Excel
- Experience with Hubspot, Airtable, and Adobe Creative Suite is a plus

### **About Clean Energy Trust**

Clean Energy Trust is a nonprofit that invests in the entrepreneurs leading the clean technology revolution. We believe that helping to build profitable, scalable businesses in energy, mobility, water, and agtech is a powerful force to better the environment and tackle climate change.

We have developed a unique model to invest in promising technology and founders who otherwise might not be able to get off the ground. We refer to this model as our 501vc<sup>®</sup> platform. We combine the best of the venture capital funding model with a mission-driven non-profit organization. Through our Seed fund, we have invested in 27 companies across the Midwest. Learn more at [cleanenergytrust.org](http://cleanenergytrust.org).

### **Other Details:**

- Work takes place in an open office setting in a close multi-disciplinary team environment, with extensive computer and telephone work at a desk
- Some travel required (10%)
- FLSA Exempt

**To Apply:** Please send your resume with a cover letter to [hr@cleanenergytrust.org](mailto:hr@cleanenergytrust.org)