



Newburyport Clean Tech Center Position Description

Executive Director

Newburyport Clean Tech Center Overview:

The Newburyport Clean Tech Center (NCTC), a non-profit 501(c)3 organization in Newburyport, MA, exists to accelerate sustainable economic development by serving as a dynamic clean technology resource center. As a business accelerator, NCTC provides industrial-class Flexspace, strategic business services and resources for entrepreneurs and companies developing innovative and marketable solutions to global environmental challenges. In turn, these entities create jobs that help stimulate growth – from the local to the global economy.

Over the next five years, the NCTC will focus on leveraging under-utilized commercial real estate in local communities and providing services, training, and expert advisors and resources to support emerging clean technology companies. NCTC will engage with local governments and business communities, along with regional government and private sector beneficiaries, to be a regional resource for sustainable economic development

Position Summary:

The NCTC is looking for a part-time Executive Director to work with the Board of Directors in further developing and implementing a comprehensive and sustainable plan to achieve the Center's annual and long-range objectives. We are looking for an experienced professional who enjoys the dynamics of an innovative and dynamic organization and its associated industry. We are seeking an entrepreneurial, talented, ambitious and natural leader who is committed to collaboration, innovation, action and success.

The Executive Director, reporting to the President of the Board of Directors, will serve as a key leadership team member and active participant in making strategic decisions affecting NCTC. In partnership with the Board and other key stakeholders, the Executive Director will be responsible for the day-to-day operations of NCTC and implementation of its annual and long-range plans. The Executive Director will expand and diversify the Center's membership base and its supporters and investors and work collaboratively to identify and secure funding for new initiatives.

Essential Job Functions:

- Working with the Board of Directors, develops goals and priorities for the NCTC and directs the implementation of both annual and long-range plans.
- Manages the day-to-day operations of NCTC.
- Develops and implements fundraising and resource development strategies including potential support from governmental agencies, corporate and private foundations, businesses and individuals.
- Actively engage and energize board members, members, committees, partnering organizations and other business and community leaders.
- Monitors and shares key marketplace information in the fields of cleantech and economic development, in order to establish the NCTC as a reliable resource for existing and potential members and for the business and general communities.
- Through research and networking, identifies and recruits potential new members and pursues new business opportunities for the NCTC.
- Identifies or assists in developing specialized resources for member companies and help ensure effective and beneficial working relationships.
- Serves in a leadership role in assisting prospective and new members to obtain required space and with providing other mutually agreed-upon specialized services.
- Coordinates the development of required agreements to enable new members to join the Center.
- Ensures the highest level of fiscal responsibility and data integrity and ensures that financial records and files are maintained in accordance with IRS and auditing requirements.
- Works closely with multiple external stakeholders and constituencies and represents NCTC at key events and meetings in the local community and region.

Behavioral, Educational & Experience Requirements:

- A record of personal success as an executive in a large, fast-paced and changing organization.
- Bachelor's degree in a related field and experience in technical and/or professional service firms, with a proven record of success.
- Possess a strong interest in the cleantech industry and a solid comfort level in learning more about the cleantech marketplace.
- Working knowledge and experience with many aspects of non-profit fundraising including grant writing, corporate and foundation solicitation and special events.
- Business operations experience successfully managing a business unit and/or the operation of a services organization.
- Ability to work in a fast-paced environment and to juggle multiple priorities.
- Excellent interpersonal, oral and written communication skills.
- Impeccable judgment and strong problem-solving and decision-making skills.
- Excellent computer skills including Microsoft Office programs and fundraising database software.

Please submit resume and cover letter to: info@newburyportcleantech.com with "Part-Time Executive Director" in the subject line.