



*Association of Cleantech Incubators of New England*

## **ACTION Executive Director – Reporting to the President**

ACTION is seeking a flexible and action-oriented team player to assume general management and P&L responsibility, and lead our collective day-to-day efforts in close cooperation with our Programs Director. The selected candidate will effectively multi-task across various internal and external activities, and programs in support of ACTION's mission, taking a strong and visible leadership role, with volunteer, intern and active member support, in areas such as:

- Corporate and financial management, and governance support, as directed by the President
- Program support – industry collaborations
- *Accelerating Success* program – ACTION's training and education program
- Marketing Committee - marketing collateral and communications
- Revenue development including grants, sponsorships and other fundraising
- Volunteer and intern recruitment, coordination and management
- Events coordination, participation and active networking

The Executive Director position is expected to be offered as a regular, W-2, flex-pay position with a 'running start' salary accompanied by a small 'seed fund' – both have upside flexibility based on performance, contributions and results achieved. A temp-to-regular conversion may be utilized. No benefits are contemplated to be offered as part of this role but all aspects of the total compensation package are under final review including a possible commission structure. The selected candidate will work independently, must be able and willing to 'hotseat' at a variety of ACTION incubators routinely, and will travel around the region promoting and supporting the ACTIONNetwork membership and objectives. Some travel expenses may be reimbursed.

A professional with a strong marketing /sales track record and background is desired. A business or technical graduate degree, technical proficiency, and an interest and some knowledge of the Cleantech industry are expected. A complete understanding of business management is necessary. Consistency, reliability and a 'get it done' approach is a must.

While a minimum of 10 years professional experience is required, ideally in roles of increasing responsibility and leadership, ACTION is most interested in engaging with a detail-oriented, energetic, and creative individual who will come up to speed quickly and help scale our 'start-up' company and the entire ACTIONNetwork.

ACTION has specific interest in hiring a veteran for this position and has a strong interest in meeting qualified candidates from across the New England / Northeast region. Interested applicants should forward their resume, cover letter and references to [info@actionnewengland.org](mailto:info@actionnewengland.org) by **June 7, 2013** with **ACTION Executive Director** in the subject line.

*The Association of Cleantech Incubators of New England (ACTION) is New England's only network of cleantech incubators sharing the common goals of accelerating the growth and success of early-stage companies, strengthening the regional cleantech cluster, and creating more green jobs in New England.*

*ACTION is a registered 501(c)(6) non-profit organization. Our network of incubators provides diverse resources and a highly-supportive hub where entrepreneurs, business leaders, government agencies, community leaders, investors, universities, and other interested organizations can collaborate toward the successful commercialization of enterprises that will build a prosperous green economy, improve the quality of our lives and sustain the health of our environment.*

*ACTION is an equal opportunity employer.*