



## **Inland Empire Program Manager Southern California Energy Innovation Network**

Cleantech San Diego is a nonprofit member-based organization that positions the greater San Diego region as a global leader in the cleantech economy and smart cities movement. The organization achieves this by fostering collaborations across the private-public-academic landscape, leading advocacy efforts to promote cleantech priorities, and encouraging investment in the region.

### **Job Overview**

Under a three-year project grant from the Economic Development Administration (EDA), Cleantech San Diego is partnering with University of San Diego (USD), University of California, Riverside (UCR), and California State University, San Marcos (CSUSM) to enable the [Southern California Energy Innovation Network \(SCEIN\)](#) program to better serve clean energy startups in San Bernardino and Riverside counties. The Inland Empire Program Manager will conduct outreach to identify entrepreneurs and a variety of stakeholders who are interested in supporting the region's cleantech industry. Under the supervision of the SCEIN Program Manager, the Inland Empire Program Manager will work with UCR's Entrepreneurial, Proof of Concept, and Innovation Center (EPIC) and EPIC Small Business Development Center (SBDC) to connect Inland Empire-based energy entrepreneurs to the services of business organizations and academic institutions collaborating under the SCEIN program. The Inland Empire Program Manager will also mobilize regional stakeholders to support clean energy innovation and job creation in the region. The Inland Empire Program Manager's time will be split between working remotely and working at the UCR campus in Riverside.

### **Responsibilities and Duties**

- Research and create an *Inland Empire Outreach Plan* that includes a list of local organizations currently supporting startups, organizations that offer key services to startups, and organizations and communities that can benefit from piloting emerging clean energy and transportation technologies
- Work with partners and regional collaborators to disseminate an online *Industry Analysis Survey* targeted at the groups identified above to assess areas where clean energy innovators can have the greatest impact, and which stakeholders to bring together in support of the program
- Organize a group of stakeholders from public, private, academic, nonprofit, and community groups and lead quarterly meetings to support the regional cleantech industry, discuss opportunities for collaboration, and identify ways to work with startups in order to deploy more clean energy technologies locally

- Identify and connect clean energy startups in the Inland Empire with the SCEIN program and/or other appropriate resources to assist them on the path to commercialization
- Organize and host SCEIN Entrepreneur Intake Sessions in the Inland Empire to admit new startups based in San Bernardino or Riverside counties into the program
- Provide later-stage clean energy startups located outside of the Inland Empire with referrals to potential partners and customers in the region
- Support the SCEIN Program Manager in coordinating service delivery for Inland Empire startups in the SCEIN program and preparing bi-annual *Program Performance & Impact Reports* for the Economic Development Administration
- Perform other professional duties as assigned

### **Qualifications**

- 5+ years of professional experience working in the energy industry and/or with startups
- Bachelor's degree in a related field (Energy Policy, Business, etc.)
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Google Apps, and Dropbox; familiarity with Asana and Basecamp preferred
- Exceptional communication and interpersonal skills with the ability to interface effectively and build professional relationships
- Excellent organizational skills, attention to detail, and ability to multitask and prioritize demands
- Capacity to demonstrate productivity within a lean, independent, fast-paced work environment under minimal direct supervision
- Ability and means to travel within the Inland Empire and to San Diego at least once a month to meet in-person with the SCEIN Program Manager

### **Compensation**

This is a part-time position for 20 hours/week over the three-year project period of the grant. Pay will be commensurate with experience.

### **How to Apply**

Email cover letter and resume to [resumes@cleantechsandiego.org](mailto:resumes@cleantechsandiego.org).