Southern California Energy Innovation Network Program Manager

Cleantech San Diego is a member-based trade organization that positions the greater San Diego region as a global leader in the cleantech economy. As a nonprofit organization, we are uniquely suited to support the cleantech industry by fostering collaborations across the private-public-academic landscape, leading advocacy efforts to promote cleantech priorities, and encouraging investment in the San Diego region. Our members include more than 120 local businesses, universities, governments, and nonprofits committed to advancing sustainable solutions for the benefit of the economy and the environment.

In 2016, Cleantech San Diego launched the Southern California Energy Innovation Network (SCEIN), an incubator program managed by Cleantech San Diego and funded by a grant from the California Energy Commission (CEC), which offers assistance to startups who are developing novel solutions to help California meet its clean energy goals. The program provides entrepreneurs across San Diego, Imperial, Riverside, and San Bernardino counties with access to the resources and facilities of 11 regional partner organizations (grant subcontractors) as well as connections with industry in order to accelerate the commercialization of their technologies.

The SCEIN Program Manager is responsible for handling the day-to-day operations of SCEIN and reports to the SCEIN Program Advisor.

Duties Include:

- Support the SCEIN Program Advisor and SCEIN Executive Director in the day-to-day operations of SCEIN
- Help monitor regional partner organizations' support of the program and ensure they are carrying out responsibilities while staying on budget
- Organize Entrepreneur Intake Sessions to bring applicants into the program
- Help develop Customized Service Plans and handle onboarding for newly-accepted companies
- Assist Entrepreneurs in keeping Milestone Matrixes current
- Prepare and draft the bi-weekly SCEIN Energy Scene entrepreneur newsletter
- Ensure smooth delivery of partner services and referrals to SCEIN entrepreneurs
- Coordinate periodic 6-Month Reviews with SCEIN entrepreneurs to monitor their progress
- Track, monitor, and communicate non-dilutive funding opportunities for SCEIN entrepreneurs
- Collect and organize data on the performance of SCEIN entrepreneurs and program partners in order to fulfill monthly, quarterly and bi-annual CEC reporting requirements
- Assist in the review of invoices to be submitted to the CEC
- Manage network of 100+ technical experts and mentors in multiple counties
- Perform other professional duties, as assigned

Qualifications:

- 2-4 years of professional experience
- Academic and/or work experience related to the cleantech industry that provides a background for conversing with entrepreneurs and other key stakeholders about energy technologies
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint), Google Apps, and Dropbox
- Exceptional communication and interpersonal skills with the ability to interface effectively and build relationships
- Excellent organizational skills, attention to detail, and ability to multi-task and prioritize demands
- Comfortable working in a lean, independent, fast-paced environment with minimal direct supervision

How to Apply:

Email a cover letter and resume to Marty Turock at martyt@cleantechsandiego.org and Zac Dobbin at zacd@cleantechsandiego.org.