



Clean Energy Trust Program Manager - 501vc[®] Platform

The Opportunity

At [Clean Energy Trust](#) we believe entrepreneurship and innovation are powerful forces that can be harnessed to solve our environmental imperative while also creating jobs and generating attractive business and investment opportunities.

We catalyze climate innovations by finding, funding, and growing innovative climate tech startups in the Greater Midwest. Structured as a nonprofit, we make seed investments and provide patient, hands-on support to help entrepreneurs scale and succeed. To date, we have invested in 36 companies across the Greater Midwest.

We are seeking a Program Manager to help ensure that our 501vc[®] Platform functions efficiently and flawlessly. This will entail helping to manage the execution of our entrepreneurial support programs, ecosystem development initiatives, corporate partnerships, and world-class events. You will be working across all aspects of our organization and with our key external stakeholders, which include startups, investors, universities, major corporations, government agencies, foundations, and other entrepreneur support organizations. This role will be based out of Clean Energy Trust's Chicago office.

Key Responsibilities

- Manage the execution and success of key Clean Energy Trust programs, including the Accelerated Incubation program in partnership with mHUB, the U.S. Department of Energy funded Midwest Regional Innovation Partnership, the University Accelerator, and other entrepreneurial support efforts as they arise
- Develop and maintain relationships with sourcing nodes, including universities, accelerators, incubators, and other sources of deal-flow
- Identify, recruit, categorize, and engage with subject matter experts that can help with Clean Energy Trust's investment program and that can be matched with portfolio companies
- Manage execution of programs and events tied to corporate partnerships
- Contribute to CET's research and thought leadership

Additional Responsibilities

- Support event planning and logistics
- Participate in special projects and events
- 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
- Strong written and oral communication skills
- 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

- Relevant program manager or analyst experience
- 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
- Bachelor's degree in any field

Other Details

- Work takes place in an office and remote environment
- Some travel may be required
- FLSA Exempt

About Clean Energy Trust

Clean Energy Trust supports startups that bring impactful climate technologies to market. We pioneered our 501vc[®] Platform to align philanthropic and corporate contributions to deliver economic, environmental, and social impact. We advance and expand access to innovation across the Greater Midwest, and cultivate an ecosystem of investors, donors, and collaborators. For over a decade, we have invested in startups and helped them raise over \$34 of additional funding for every \$1 invested. Learn more at

<https://www.cleanenergytrust.org/>

To Apply: Please send your resume with a cover letter to hr@cleanenergytrust.org