



Job Title: Northeast Massachusetts Director or Senior Manager

Job Level: Full-time (Exempt)

FORGE is a 501(c)3 nonprofit on a mission to **help startups on the journey from physical prototype to commercialization and impact at scale**. We work with a broad range of startups and innovators with physical products across sectors including robotics, medical devices, cleantech, agriculture, advanced materials, and more, preparing to manufacture and then making right-fit connections to the regional supply chain. The goal is to break down barriers to scale, and the numbers speak for themselves: the 370+ startups we have helped to date boast an incredible survival rate of over 90%, resulting in impactful products making it to market, as well as over \$30 million in known contracts and purchase orders.

This role will lead the new FORGE Merrimack Valley Office, based in Lowell, which will anchor engagement in Northeast Massachusetts and drive economic value to the regional manufacturing ecosystem. In practice, the role requires a convener and connector who is strategic and adept at both building and maintaining strong relationships. The successful applicant will be someone who takes strong ownership, will raise the profile of FORGE in the region, and has passion for the work.

This is a full-time position that is primarily located in Lowell, MA, and requires travel throughout Northeastern MA and to Headquarters in Somerville. The position is grant funded for two years and will continue beyond based on successful fundraising efforts. The role will report to the FORGE Executive Director and work with a regional advisory council made up of local leaders and experts to tailor strategy and activities to the region.

Major responsibilities of the role include:

- Lead FORGE's presence in Northeast MA: build rapport, credibility, and connections with regional manufacturers and stakeholders
- Leverage and engage expertise within regional advisory board to ensure that regional needs are identified and met
- Drive regional engagement including planning and executing events and visibility opportunities
- Grow relationships with manufacturers in the Northeast MA area to address the needs of our startups and to grow our sponsorship pipeline
- Gather, document, and summarize regional stakeholder data, testimonials and success stories, including ensuring integrity of related data sets in our CRM system
- Synthesize information to develop new and targeted programming as well as to assist in the preparation of materials for submission to granting agencies and funders
- Represent FORGE through attendance at ecosystem events and public speaking engagements

What are we looking for?

A relationship-oriented, hard-working, organized, and enthusiastic individual. You're driven with an entrepreneurial spirit. You're resourceful, collaborative, and have a knack for connecting people. You enjoy working on teams but also thrive taking on individual projects. You're personable and have a unique ability to connect with people and forge meaningful relationships. You have a keen ability to manage multiple projects and change priorities in stride. You genuinely enjoy working in the innovation-oriented startup ecosystem, and you're passionate about the value of local



manufacturing, building community, and driving impact in the Merrimack Valley region and Northeast Massachusetts.

Your strengths & experience include:

- Excellent relationship building and management abilities
- Strong ability to convene and execute events
- Team player who can work collaboratively and independently
- Strong written and verbal communication skills
- A commitment to continuous learning and to organizational documentation
- Willingness and ability to travel to meet stakeholders and attend events across the state
- Flexibility and ability to manage shifting priorities and adapt as the organization grows
- Willingness and ability to work in a hybrid model of both in-person and remotely

Additional qualifications that will assist in successful execution of position:

- Experience working with and/or understanding of manufacturing industry clusters and companies in Merrimack Valley and Northeast Massachusetts
- Knowledge of the needs of startups and innovators
- Business development experience is a strong plus
- Salesforce or general CRM experience a plus

Salary, Benefits, & Perks:

- Annual salary of \$60,000-75,000, commensurate with experience
- Benefits package includes medical, dental, vision, and generous vacation and time off policies
- Flexible, fun, supportive working environment; working alongside amazing people tackling the planet's biggest challenges

Recruitment Process & Next Steps:

Please attach and send your resume, a short cover letter, a list of three references, and brief answers (maximum two paragraphs each) to the three questions below to apply@forgemass.org. The subject of your email should be "Director, Northeast MA: [Your Name]".

The ideal start date for this position is June 2021.

Your cover letter must address:

1. Why you're a good fit and why we would be psyched to have you join us;
2. Your salary requirements; and
3. The date you're available to start.

Equal opportunity:

FORGE seeks to fully represent our community and constituencies—particularly low- income communities and communities of color—to amplify those voices and provide opportunities to participate in the direction and leadership of the organization. We actively encourage candidates from broad, diverse backgrounds to apply.

FORGE is an Equal Opportunity Employer and we do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.