

**Program Associate**  
*New Energy Nexus Philippines*

**What We Do**

New Energy Nexus is an international non-profit that strives to achieve a 100% clean energy economy for 100% of the population in the shortest time possible by supporting clean energy entrepreneurs with funds, accelerators and networks. We were founded in California and we manage incubator, accelerator, and seed fund programs across the world (USA, China, India, Uganda, Thailand, Indonesia, Vietnam, and the Philippines). Our mission is to support diverse entrepreneurs to drive innovation and build equity in the global clean energy economy, and our goal is to support 100,000 startups to succeed by 2030—a decisive decade in our collective struggle with climate change.

New Energy Nexus Philippines is part of our Nexus Southeast Asia program that we developed in partnership with GIZ—Germany’s leading provider of international cooperation services—to build an ecosystem of clean energy entrepreneurs working on solutions to address this region’s energy growth and the climate change situation. We focus on supporting clean energy entrepreneurs and provide commercial, technology, and financial support to new ideas and young enterprises to go market. We leverage the strong network and experience of our founding partners GIZ and New Energy Nexus as well as partner organizations, and investors in the region.

**The Opportunity**

We are now looking for a full-time Program Manager to support the New Energy Nexus Philippines program to ensure successful implementation of the energy startup program and related activities including designing and implementing energy meetups, training bootcamps and acceleration programs in collaboration with partner organizations.

This will be a fixed-term contract, starting as soon as possible for one year, with possible extension beyond this. We compensate competitively, provide great benefits and offer a supportive culture.

**The Ideal Candidate**

The ideal candidate is driven by a passion for the New Energy Nexus mission, as well as entrepreneurial in spirit and mindset. He/she is passionate about advocating clean energy and believe startups can be a catalyst for change and growth in the energy sector. The candidate

has project management skills with the ability to thrive in a fast-paced, deadline driven environment. Experience in the renewable energy field is key.

The incoming Program Associate has strong interpersonal skills and is able to connect and engage with all stakeholders at varying levels. He/she is proactive, forward-thinking, and able to anticipate issues/needs and have a collaborative approach and able to work across teams and functions to achieve success. The role requires the ability to work independently and as a team player, to take initiative and manage multiple tasks and projects at a time.

New Energy Nexus culture values audacity, innovation, collaboration and inclusion. We stand for a clean energy economy that works for 100% of the world population. Our organization's entrepreneurial spirit is bolstered by staff who do not shy away from a challenge and are comfortable taking calculated risks.

## **Key Responsibilities**

### *Startup Support & Engagement*

- Represent New Energy Nexus in events and organize community building and engagement activities such as meetups, bootcamps, info sessions, etc.
- Serve as the point-person for the New Energy Nexus Philippines Program for startups.
- Provide logistical support to non-local and non-Metro Manila teams participating in the Incubation/Acceleration program in advance of their arrival, and during their stay.
- Proactively support a high-caliber day-to-day experience for startups.
- Field requests for support from participating startups, and act on them efficiently and effectively with input and guidance from the rest of the New Energy Nexus team.

### *Program Support*

- Work closely with the Program Manager to build, design and apply efficient startup support systems prior to and during the accelerator.
- Serve as the primary point of contact for finalist startups during the accelerator program.
- Manage startup databases and maintain updated status and KPI reports.
- Proactively communicate with finalist startups, keeping them informed about upcoming programming, existing resources and other engagement opportunities.
- Connect accelerating startups to the New Energy Nexus Alumni Network and guide them in making the most valuable matches to our former startups and entrepreneurs.
- Communicate with alumni teams, keeping them up-to-date about opportunities for them in the New Energy Nexus network, as well as fielding their requests for support.

## **Valued Qualifications**

### *Minimum requirements*

- Passionate about clean energy and energy access startups
- Experience in supporting or investing in startup companies
- Existing network of relationships and contacts relevant to the Philippines's clean energy and startup industry
- Professional knowledge of the renewable energy sector
- Entrepreneurial and fast moving
- Professional work experience
- Excellent verbal and written communications skills
- Professional fluency in English and Tagalog

#### *Preferred Qualifications*

- Working experience with energy related projects or programs
- Managing multiple partnerships and networks
- Managing communications, PR and social media
- Experience in producing and organizing events
- Ability to work independently and with team members in different locations & time zones

#### **How to Apply**

New Energy Nexus values and celebrates diversity among our employees and in our movement. We are an Equal Opportunity Employer—all qualified applicants will receive consideration without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, family/marital status or veteran status. All qualified candidates are encouraged to apply as soon as possible. We compensate competitively, provide great benefits and offer a supportive culture. To be considered, please submit your resume and a cover letter expressing your passion for the mission and fit for the role to [\*\*brenda.valerio@newenergynexus.com\*\*](mailto:brenda.valerio@newenergynexus.com)

The subject line email of the application should follow this format:

**New Energy Nexus PH Program Associate - [First Name] [Last Name]**

Applications are accepted on a rolling basis and short-listed candidates will be contacted for interviews.