

**Program Manager**  
*New Energy Nexus Vietnam*

**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 Vietnam was launched in early 2019 and 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 based in Ho Chi Minh City. The position will support the New Energy Nexus Vietnam 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.

The position will be full time and based in Ho Chi Minh City (other locations can be discussed). We compensate competitively, provide great benefits and offer a supportive culture. Duration is 1 year with possibility of extension.

**Key Responsibilities**

*Program Administration & Implementation*

- Lead in the planning, design and implementation of specific programs in supporting energy entrepreneurship in Vietnam
- Team leadership - Manage and coach program associates or interns
- Organize events, workshops, trainings, boot-camps on various clean energy / innovation topics
- Facilitate speakers and startups for in person workshops and bootcamps
- Manage marketing & social media activities: invitations, press release, newsletter, video, photo, website, translation & interpretation, logistics and administrative preparation
- Manage the engagement of startups in accelerator cohort and provide support needed to help startups succeed in the program
- Manage database of key contacts, liaise with our network of energy professionals, mentors, partners and startups for their active engagement in the program
- Research & identify relevant service providers for activities, including trainers, facilitators, business advisors, designers etc.

#### *Fundraising & Partnership Activities*

- Research on potential funders in country (energy companies, foundations, government agencies) to understand their goals & objectives, identify interested organizations and craft customized proposals for pitching
- Participate in industry events and initiate meetings with key market stakeholders
- Develop a network of energy professionals, mentors, program participants and partners, manage the contact database
- Stay up-to-date on any relevant clean energy events and news

### **Valued Qualifications**

#### *Minimum requirements*

- Passionate about energy startups and cleantech!
- Minimum 2 years of working experience with startup incubator and accelerator programs
- Experience with organizing professional events and implementing marketing, communication and social media activities
- Entrepreneurial and fast moving, highly self -disciplined to work in a global team with different locations and time zones
- Professional fluency in English and Vietnamese

#### *Preferred Qualifications*

- Professional knowledge or experience in the clean energy sector
- Experience in the startup community, including incubators, accelerators, investors and relevant service providers
- Design skills with the ability to use relevant software and tools
- Highly resourceful person with the ability to come up with new ideas and concepts to design the program activities

## 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. To be considered, please submit your resume and a cover letter expressing your passion for the mission and fit for the role to [stanley.ng@newenergynexus.com](mailto:stanley.ng@newenergynexus.com)

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

**New Energy Nexus VN Program Manager - [First Name] [Last Name]**

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