



## Operations Manager – Luminate

### Overview

NextCorps is a non-profit that helps technology-oriented entrepreneurs launch and grow successful startups, and established companies grow their revenues and profitability. NextCorps manages and delivers a number of different programs, including early-stage technology commercialization, business incubation and accelerators, curriculum-based boot camps, and consulting services for manufacturing related projects.

**Luminate** is a program run by NextCorps with funding from NY Empire State Development. Luminate is the world's largest business accelerator for optics, photonics, and imaging (OPI) startups, bringing entrepreneurs from around the world together with OPI pioneers and qualified investors to speed innovation and time to market. Luminate also helps early-state startups gain clear competitive advantages. Learn more at [luminate.org](http://luminate.org).

### Position Description

The **Luminate Operations Manager** works closely with the Managing Director and Director of Technology Integration to run the day-to-day operations of the accelerator.

Key functions include:

#### Recruitment:

- Coordinate recruitment process with marketing team
- Identify prospective candidates worldwide
- Attend conferences and meetings to recruit
- Assist in qualifying leads
- Track leads and methodology to ensure best practices

#### Client Support:

- Support and provide contact to participants throughout recruitment and onboarding process
- Assist with temporary living for cohort members
- Assist with developing program content and engaging instructors
- Coordinate community activities

- Provide on-site assistance to companies with inquiries or needs regarding services and infrastructure
- Recruit Luminate participants and alumni who wish to remain in the area and utilize Rochester's optics ecosystem

### **Program Operations:**

- Assist in the planning and execution of weekly curriculum sessions for the cohort from planning content to coordinating external speakers
- Assist with scheduling and running meetings between the cohort companies and the program staff, as well as with external partners
- Facilitate Luminate Advisory Board meetings and Board communications
- Manage cohort team pitch sessions
- Assist in recruiting investors to participate in pitch sessions
- Serve as point person for sponsorships

### **Qualifications**

#### **Requirements**

- Strong organizational and time management skills
- Effective writer, public speaker, communicator
- Familiar with the Google ecosystem (sheets, docs)
- Self-starter

#### **Preferences**

- Experience as a founder or member of startup team
- Familiarity with Upstate New York startup environment and ecosystem
- Experience working remotely and using remote work tools

#### **Education**

- Bachelor's degree required

### **Additional Details**

Reports to:	Managing Director, Luminate
Coordinates with:	Luminate cohort teams and portfolio companies, NextCorps staff, external vendors and partners
Location:	Hybrid role – based near NextCorps' headquarters in Rochester, NY
FLSA:	Exempt
Compensation:	Range – \$70,000-110,000 depending on experience; highly qualified individuals may be considered at Director level
Work Schedule:	Full-time; may require evening hours to accommodate program needs

## **Important Note**

NextCorps reserves the right to modify, interpret, or apply this position description in any way the company desires. This position description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This position description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.”

Qualified employees who, because of a physical or mental impairment that significantly limits a major life activity, require reasonable accommodation to perform the essential functions of this position should notify their manager.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

## **To Apply for this Position**

Please email your resume and cover letter to [resumes@nextcorps.org](mailto:resumes@nextcorps.org) with “Operations Manager – Luminare” in the subject line by **October 31, 2023**.