



ELEMENTAL EXCELERATOR

Position Description: Portfolio Manager, Energy / Mobility

About Elemental Excelerator

Elemental Excelerator is a nonprofit that helps startups change the world. Each year, we find 12-15 companies that best fit our mission and fund each company up to \$1 million to improve systems that impact people's lives: energy, water, agriculture, transportation, and beyond. We are supported by the U.S. Navy and a diverse coalition of utility partners, corporate partners, state government, and philanthropic organizations such as with Emerson Collective, an investment and philanthropic platform dedicated to removing barriers to opportunity.

It our belief that our most complex problems require collective action – and that this action must start at the local level. Our goal is not only to curate a portfolio of innovative and impactful startups, but also to build an ecosystem of passionate people working to change the world, one community at a time. The Elemental work environment and culture is fast-paced, fun, and results-oriented – offering opportunities to learn, grow, and contribute to a high-performing team.

Portfolio Manager – Energy / Mobility

Elemental is looking for a passionate and mission-driven individual to help lead and manage Elemental portfolio companies in our energy and/or mobility verticals. This is an opportunity to join our team and contribute to the growth of our program and companies in our portfolio – working together to increase access to clean technology, build healthier communities, and spread economic opportunity. Elemental has operations in Hawaii and California and deploys projects across those regions along with Asia Pacific.

The key responsibility for this role is to manage our energy and/or transportation portfolio companies. This means designing project and managing relationships with portfolio companies, project partners, and industry stakeholders; tracking market trends; and tailoring our services for energy and transportation companies. Other responsibilities may include:

- Problem solving with companies to reduce barriers to success – related to company growth and project design and execution.
- Gathering information on lessons learned to iterate program design and implementation.
- Analyzing energy / transportation industry and market trends related to high-growth technologies.
- Determining best practices and collaboration with the Pipeline team to attract high-potential startups.

- Managing, tracking, and synthesizing portfolio company and project performance, and sharing results with the team and partners.
- Advising portfolio companies on various aspects of their business.
- Working closely with the Portfolio team and the broader Elemental team as needed.
- Participating in Elemental team meetings, events, other related gatherings (in California/Hawaii, US, and abroad).

Qualifications

Minimum Qualifications:

- Industry experience in energy or mobility
- Two or more years of experience working in project management
- Experience working with and engaging diverse stakeholders
- Excellent oral and written communications skills
- Team-oriented mindset and ability to work successfully in fast-paced, diverse teams
- Entrepreneurial approach
- Outstanding organizational skills
- Detail-oriented and thorough; ability to work with deadlines and consistently follow through to completion of projects
- Creative and proactive in solving problems
- Location: the individual must work out of one of our two geographies (either Honolulu, Hawaii or split between East Palo Alto and San Francisco, California)
- Bachelor's or Master's degree from an accredited post-secondary institution

Preferred Qualifications:

- Technical background in energy or transportation
- Experience working in technical, corporate, or startup organizations
- Experience convening / leading events and conversations

Compensation

Competitive pay will be offered commensurate with qualifications, and competitive benefits will be provided. This is a full-time "at-will" position working 40 hours per week.

Please submit a resume and cover letter online at www.elementalexcelerator.com/mission/#join.

We will accept and review applications on a rolling basis. Although all applications will be considered, we are unable to respond to all inquiries. Equal Employment Opportunity Employer.