



# ELEMENTAL EXCELERATOR

We're looking for a Development Director!

## About Elemental Excelsior

[Elemental Excelsior](#) (Elemental) is mission-focused accelerator connecting commercial opportunities to entrepreneurs building world changing companies. Each year, we find 15-20 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, circular economy and beyond. Built in collaboration with Emerson Collective, Elemental is supported by the U.S. Navy and a diverse coalition of utility partners, corporate partners, state governments, and philanthropic organizations.

We believe 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. We work in Hawaii, California, and strategic locations throughout the Asia Pacific where we see strong potential for commercial inflection points. We hope you'll join us.

## Our Values

At Elemental Excelsior, our values drive the way we do our work, and we look for individuals who share our passion. We blend an entrepreneurial spirit with diverse backgrounds and roots, cultivating a dynamic culture where everyone's contributions are valued and encouraged.

- KULEANA: We take responsibility to care for our place and its people.
- HUMILITY: We bring open hearts and listen with intention.
- SINCERITY: We practice honesty and find the strength to do what we believe is right and just.
- CURIOSITY: We seek to always learn and deepen our understanding.
- JOYFUL WORK: We find joy in each other and in our mission.

## Development Director

Reporting to the Chief of Staff, the Development Director will cultivate and maintain relationships with diverse partners and manage a robust institutional fundraising plan that supports the long-term growth of the mission. This position will be part of the Strategy team and located in our East Palo Alto and San Francisco, California offices.

The Development Director will be responsible for creating a strong fundraising strategy targeting mission aligned investors, philanthropists, corporate partners, and government agencies. The Development Director will focus on partner cultivation, value creation and management as well as researching new funding opportunities, and building an expanding portfolio of institutional funders. The Development Director will work in collaboration with a team of partnership builders across the organization.

The ideal candidate will be an entrepreneurial professional with a strong track record of fundraising success, exceptional writing skills, organizational leadership experience, a talent for convening, a passion for the mission, and the ability to communicate Elemental Excelerator's vision and impact to a diverse group of constituents.

The Development Director's responsibilities include:

### **Overall Development Strategy and Donor Cultivation (60%):**

- Develop and lead an effective fundraising plan that ensures long-term growth of Elemental Excelerator and increasing foundation and donor support
- Work directly with the CEO and Chief of Staff on key strategic fundraising initiatives
- Expand an existing portfolio of foundations, high net worth individuals, corporations, and government in order to increase revenue from institutional funders
- Develop and execute tailored campaigns to reach new donors and donor segments
- Cultivate positive and productive relationships with funders, including creative communications campaigns and integration into existing or new events
- Support the organization's existing donor relationships, providing the structures and insights for the CEO and team to engage with the overall fundraising strategy and individual donors at the optimum level
- Track trends and new opportunities to ensure that the case for support expresses Elemental Excelerator's unique value proposition and takes into account donor interests and trends

### **Project Management (30%):**

- Manage all activities related to institutional fundraising efforts, including proposals, reports, and other deliverables
- Collaborate and coordinate across the Elemental team on communications, proposals, and other efforts
- Manage development contacts and communications

### **Board Relationships and Interfacing (10%):**

- Activate the existing board, working closely with board members and advisors to help drive their fundraising activities
- Lead development of new board initiatives to increase fundraising engagement, and onboard new board members to increase capacity
- Report out to the full board on fundraising strategy and overall progress at Board meetings.

### **Skills & Qualifications**

- Ability to think creatively to build the vision for and lead the short- and long-term fundraising strategy

- Experience managing and leading a team of collaborators to achieve strong fundraising results, and can work across multiple high-level internal and external stakeholders to be able to drive execution
- Ability to create and deliver compelling formal and informal communications about our organization, mission, and goals
- Can demonstrate experience and credibility when presenting materials to external audiences
- Ability to work independently and stay laser focused on high-priority goals in a fast-changing environment
- Excited about building long-term donor relationships
- Naturally interacts with people from a wide range of backgrounds and experiences
- Demonstrated pursuit of diversity, equity, and inclusion
- Working style suited to a small and agile team with limited support staff, where teamwork and resourcefulness are highly valued
- Ability to travel approximately 2-3 times per quarter
- A constant learner who is interested in being a proactive, positive member of the team

## **Experience**

The Development Director will demonstrate a passionate commitment to Elemental Excelerator's mission and a strong desire to support the growth of the organization.

The ideal candidate will have 7-plus years of professional experience, including a fundraising background. Candidates who have strong strategic thinking, writing, and interpersonal skills along with a demonstrated deep commitment to Elemental's mission will also be considered.

## **Additional Sought-after Experience and Qualifications Include**

- Experience in and deep knowledge of the environmental and innovation sectors Elemental works in
- Proven success in development, including experience implementing fundraising plans
- Experience working with high net worth individuals
- Evidence of effective management skills and experience
- Direct experience with and knowledge of diversity, equity, inclusion practices
- Undergraduate degree encouraged; advanced degree preferred

## **Location**

Bay Area, CA (San Francisco and East Palo Alto) with national and international travel as necessary.

## **Compensation & Benefits**

Elemental Excelerator offers a competitive salary based on the organization's compensation philosophy, which is grounded in market data. We also offer comprehensive health & welfare benefits and top of the market paid time off. This is a full-time "at-will" position working 40 hours per week.

Elemental Excelerator is an Equal Employment Opportunity Employer and has a strong commitment to diversity. Candidates of all backgrounds are encouraged to apply.

Please submit a resume and cover letter online at  
[www.elementaccelerator.com/mission/#join](http://www.elementaccelerator.com/mission/#join).

We will accept and review applications on a rolling basis. Although all applications will be considered, we may be unable to respond to all inquiries.