



ELEMENTAL EXCELERATOR

We're looking for a Managing Director, Finance!

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, 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.

Managing Director, Finance

Reporting to the Chief Executive Officer, and, periodically, to the Board of Directors, the Managing Director, Finance (MDF) is the top financial position in the organization. Elemental seeks a strategic MDF with proven experience managing an organization with multiple financial nuances. Elemental is funded by two major Federal contracts; a major private

donor; and via partnerships with multiple smaller government entities and foundations. Additionally, a growing source of revenue is from direct investment in the Elemental portfolio. This position is part of the senior leadership team and is located in our Honolulu office.

The MDF will be responsible for directing the financial reporting and budgeting of Elemental, as well as developing a reserve plan. The MDF directs the controller and the third-party bookkeeping firm, as well as owning the relationships with the auditors and tax preparers.

The ideal candidate will be an entrepreneurial or nonprofit professional with a strong track record of managing complex financial structures, have exceptional communication skills, organizational leadership experience, a passion for the mission, and the ability to execute a financial strategy consistent with Elemental Excelsior's vision.

The MDF's responsibilities include:

- Lead an effective and flexible accounting and finance function that will grow as Elemental grows
- Work directly with the CEO and Chief of Staff on funding key strategic initiatives
- Provide oversight and management of all budgets, forecasts, and internal financial plans and processes
- Oversee the accounting, general ledger, and administrative functions, ensuring that systems are in place to guarantee accuracy
- Drive best financial practices by clearly communicating operating procedures to the team as well as keeping management and the team informed, at appropriate levels of detail, of the financial position of the organization
- Create a reserve plan and explore how best to invest the reserve to generate funding for the mission
- Participate in internal planning regarding program expansion to ensure alignment of the expansion with the financial projections
- Generate weekly, monthly, quarterly, and annual reports as needed to monitor and optimize cash-flow and performance against the organization's goals
- Utilize technology to optimize all reporting
- Participate in the development of an investment fund to further create impact for the Elemental portfolio as well as returns to fund the mission
- Act as the primary interface with the audit committee of the Board of Directors

Skills & Qualifications

- Bachelor's degree in Accounting (CPA and/or Master's degree preferred)
- Minimum 15 years accounting role, of which 10 have been in senior financial leadership roles
- Experience working with external auditors, tax, and bookkeeping providers
- Outstanding problem-solving ability; willing to research complex accounting issues and create buy-in from accounting service providers
- Excellent analytical, communication, and presentation skills
- Sense of integrity and personal accountability
- Knowledge of Mac iOS, Microsoft Office Suite, and QuickBooks Online
- Ability to travel approximately 2-3 times per year to East Palo Alto
- A constant learner who is interested in being a proactive, positive member of the team

Location

Honolulu, HI with occasional travel to Palo Alto 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 a minimum of 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.elementalexcelerator.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.