



## Events Manager

### About Elemental Excelerator

Elemental Excelerator advances solutions to climate change, and deploys those solutions in the communities that need them the most. 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, transportation, water, agriculture, and beyond. To date, we have awarded over \$36 million to 99 companies and deployed more than 50 projects in Hawaii, California's frontline communities, and the Asia Pacific. For more information, please visit [elementalexcelerator.com](http://elementalexcelerator.com).

### *Our Core Values*

At Elemental Excelerator, our values drive the way we achieve our mission, approach each day in the office, and build our team. We blend a growth mindset with diverse backgrounds and roots, cultivating a dynamic culture where everyone's contributions are valued and encouraged.

- Team over self - we put the mission and team first.
- Driving for improvement - we are hungry for excellence and growth as individuals so that we can grow as an organization.
- Joyful work - we approach the world with warmth, assume positive intentions, and seek to bring joy to those around us.

### Events Manager

Elemental is looking for an individual to support its events strategy. We will accept applications from individuals who are interested in joining the Elemental team full time or starting as a consultant and transitioning to a full-time team member.

The Events Manager will report to Elemental's Managing Director, Communications and work closely with team members across the organization. A workplan for the first three months is included below. In general, activities may include:

- Design events consistent with the Elemental brand
- Design sustainable events (reduce waste, no plastic or styrofoam etc.)
- Work cross-functionally with the Elemental team to manage each event as a successful project by clearly communicating timelines, internal milestones, creative content development, and all other pieces of event production to internal stakeholders
- Understand requirements and details of each event
- Gather team input on event design
- Develop detailed workplans and manage all aspects of event operations (external communications, speaker management, vendor management, logistics)
- Offer creative ideas to achieve event outcomes

- Book venues and schedule speakers
- Meet with team members and coordinate with them regularly
- Assess vendors (catering, decorators, musicians etc.) and negotiate contracts to achieve the most favorable terms
- Evaluate vendors and personnel, and provide reports
- Create, manage, and track the overall events budget, stay within the budget
- Evaluate event success and submit reports

## **Qualifications**

Minimum Qualifications:

- Passion for advancing innovative solutions to climate change
- 3-5 years of related work experience organizing events from planning to execution and creating unique, exceptional experiences
- Detailed and thorough; ability to work with deadlines and consistently follow through to completion of assigned projects
- Team-first attitude and expertise working optimally in fast-paced teams
- Experience working independently with the ability to know when to ask for help
- Strong written communications skills

Preferred Qualifications:

- Experience organizing environmentally-conscious events
- Ability to design a look and feel for an event
- Strong creative writing skills (ability to draft event communications that are aligned with the Elemental brand, etc.)

## **Compensation**

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.

Our intention is to hire a full-time Events Manager. We will accept applications from individuals who are interested in being a consultant before transitioning to a full-time member of the team. If you would prefer to join our team as a consultant, please indicate that in your cover letter.

Location: Honolulu, Hawaii (preferred)

*Elemental will also consider candidates to work from our East Palo Alto, CA office.*

## **How to Apply**

Please submit a resume and cover letter online at <https://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.

*Elemental Excelerator is an Equal Opportunity Employer (EOE) and committed to building a more inclusive ecosystem that integrates women, people of color, and other underrepresented groups into the climate-tech sector. We strongly encourage applications from qualified applicants and members of underrepresented groups.*

### **3-Month Workplan**

#### **Lead planning for upcoming events in Q2:**

*This includes driving event timelines, booking venues and vendors, etc.*

- Elemental HQ housewarming - April 2020
  - We recently moved into a new office in Honolulu, HI and would like to host a housewarming event for about 75-100 people in our ecosystem
- Board Meeting - May 2020
- Up to 5 community marketplace meetings in Hawaii and California - June 2020
  - Community marketplace meetings are an important component of Elemental's due diligence process. About 20-40 community members gather to provide input on our next cohort of companies.

#### **Support planning for upcoming events in Q2:**

*The following events are in various stages of planning led by Elemental's Program Experience Manager. The Events Manager will support in driving the timeline, booking venues / vendors, and day-of tasks.*

- Hawaii delegation Bay Area trip - May 2020
  - An invite-only trip to the Bay Area for Hawaii's business leaders. Elemental Excelerator is putting together site visits and coordinating transportation.
- Deal Day and Global Partner Meeting - May 2020
  - Facilitated deal-making event for Elemental's Global Partners and applicant startups in San Francisco
- Interactive, Elemental Excelerator's flagship investor event, will also take place in San Francisco in May. The Events Manager will support planning efforts and be expected to travel to San Francisco with the Elemental team.

#### **Planning for upcoming events through the end of the year, 2021, and 2022:**

*Our expectation is to have dates, venues, and vendors with long-lead times 18-24 months in advance. The Events Manager will be responsible for driving decisions in order to meet that timeline.*

- Town Square - A gathering of 250 leaders in Hawaii and Elemental's newest cohort of companies in October 2020.
  - By March - identify and present three Town Square venue options
  - By April - Complete negotiation and book venue for Town Square
- Kickoff Week - Elemental convenes its newest cohort shortly after selection each year in Honolulu in October 2020.
  - By April - Complete negotiation and book venues (if needed)
- CEO Summit, Town Square, and Interactive 2021 & 2022
  - By May - Identify dates and venues

#### **Ongoing activities:**

- Lead planning and execution of events not listed above in collaboration with Elemental team members
- Attend weekly events meetings, prepare updates on events below
- Keep planning documents and the Elemental team up to date