

## We're looking for a Portfolio Manager

### About Elemental Excelsator

Elemental Excelsator is on a mission to redesign the systems at the root of climate change. In 2009, the non-profit launched a new model for funding climate tech deployment. Breaking down barriers to innovation alongside entrepreneurs provides Elemental unique insight into the policy, market, and technology innovation needed to build systems to uplift people and communities around the world. Elemental has invested in over 100 growth-stage companies and celebrated more than a dozen exits, funded more than 70 technology projects, and built a platform for scaling equitable, market-driven solutions to climate change.

At Elemental, we blend a growth mindset with the diverse backgrounds and roots of our team, cultivating a dynamic culture where everyone's contributions are valued and encouraged.

### Help us Build Something Phenomenal!

Elemental is looking for a highly collaborative and experienced individual to work with our Portfolio Team assisting with the management of Elemental portfolio companies. For this position, we are looking for an individual who can design projects, manage deliverables and reporting, provide thought-partnership on portfolio company strategy, and work with the Directors of Innovation across sectors and organization functions.

The key responsibility for this role will be to work with and support the Director(s) of Innovation with a focus on Elemental's project and strategy work with entrepreneurs and companies across water, circular economy, agriculture, energy, and mobility. The Portfolio Manager position will report to a Director of Innovation.

### Responsibilities include:

#### *Portfolio Management*

- Work with entrepreneurs and partners to design projects that are transformational to portfolio companies as well as partners and communities
- Schedule and participate in calls with active and alumni companies
- Support overall commercial growth of the Portfolio; problem-solve with companies to reduce barriers to success
- Work with team members to address and resolve questions, requests, and challenges related to Elemental programs and events
- Coordinate with the Elemental Portfolio and Finance teams on contracting documents and processing

### *Pipeline Management*

- Track and synthesize market trends and technology developments
- Work with the Pipeline team to target and recruit top startups in the sector
- Support operationally on due diligence and portfolio selection process through applicant correspondence, coordination, and internal diligence documentation

### *Partnerships and Ecosystem Support*

- Collaborate with the Director(s) of Innovation to track and synthesize trends across water and circular economy sectors to identify portfolio and pipeline opportunities to engage with Elemental Corporate Partners.
- Support the Director(s) of Innovation in presenting pipeline and portfolio companies to our Corporate Partner network.

## **Qualifications**

### **Minimum Qualifications:**

- 3+ years of project management experience in a technical setting
- Experience working in climate and sustainability
- Attention to detail with outstanding organizational skills and a passion for teamwork that includes phenomenal follow-through and documentation
- Strong interpersonal skills, proven ability to work optimally in a nimble and flexible environment
- Creative and proactive in solving problems
- Team focused demeanor and self-starter
- Excellent verbal and written communications skills

### **Preferred Qualifications:**

- Interest and experience with one or both of the following sector(s); water or circular economy
- Bachelor's degree in business administration, economics, or engineering from an accredited post-secondary institution
- Experience working with startups, venture capital, or accelerator programs
- Experience working with frontline communities and/or social equity organizations
- Experience convening / leading events and conversations
- Network across the US and Europe

### **Other Details:**

We will consider candidates located anywhere in the US, however you will be expected to be available during working hours in one of our HQ locations, Honolulu, Hawai'i or East Palo Alto, California, and when in-person work resumes be able to travel to our HQs (e.g., quarterly).

## **Compensation**

*Competitive pay will be offered commensurate with qualifications. Please submit a resume and cover letter online at [www.elementalexcelerator.com/mission](http://www.elementalexcelerator.com/mission). Equal Employment Opportunity Employer.*

*Please submit a resume and cover letter online at <https://elementalexcelerator.com/jobs/>. 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.*