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# Elephant Energy

## Business Development Manager

### *Elephant Energy*

Elephant Energy is a Colorado-based 501(c)(3) non-profit organization. Founded in 2008, Elephant Energy works to illuminate the homes of rural families in Namibia with affordable solar-powered lights. Elephant Energy's work allows children to study into the evening, provides security for women at night, protects families from dangerous wild animals, reduces harmful emissions from fossil fuels and saves families US\$7 each month because the purchase and utilization of fossil fuels for lighting is no longer necessary.

### *Position Overview*

We are a small team with just the Executive Director based in Denver with the rest of the staff based in Namibia. As such, the ideal candidate would be a self-starter who is motivated and capable of working on their own. This candidate must have excellent writing and communication skills with previous grant writing and fundraising experience preferred. Salary is competitive for an entry-level position and comes with a monthly stipend for health insurance. The position includes some travel to conferences, Southern Africa etc., but the majority of the time will be based out of the Denver office at the Posner Center for International Development.

### *Responsibilities*

#### **Grant Preparation and Management (50%)**

1. Lead the identification of grant funding opportunities and the writing, budget preparation, and submission of grant applications from \$25K – \$750K to foundations, bi/multi-lateral development agencies, etc.;
2. Work with Executive Director to ensure that all reporting and compliance efforts are met and grant monies are spent accordingly; and
3. Contribute to the ongoing development and implementation of M&E strategy activities to ensure that data collected supports fundraising objectives & grant reporting requirements.



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### **Fundraising (25%)**

1. Assist in the development and implementation of a comprehensive fundraising plan that includes grants, sponsorship, and donations from individual and corporate donors; Manage the organization's US Fundraising efforts, including outreach, relationship building, events, and campaigns with individuals, foundations, and corporate sponsors;
2. Manage and update EE's donor database using Salesforce.

### **Outreach (10%)**

1. Design and oversee all major communications/marketing initiatives and systems, including website, designing collateral materials, video creation, photography, social media, etc.;
2. Identify speaking opportunities for Elephant Energy;
3. Oversee marketing and communication for the organization, including social media, emails, web content, print collateral, and donor communication;
4. Attend conferences, meetings, trainings to build relationships for Elephant Energy; and
5. Establish sound working relationships with current and potential partners, including organizations, companies, and universities.

### **Program Oversight (15%)**

1. Complete monthly and quarterly reporting on sales, inventory and impact in Namibia; and
2. Assist ED with other reporting as needed.

Interested Candidates should send his or her resume and cover letter to [jobs@elephantenergy.org](mailto:jobs@elephantenergy.org). For more information about our work, please consult our Facebook page, as we are currently redoing our website. The position will remain open until filled.