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## Business Development Manager

**Elephant Energy** is a Denver-based non-profit organization with a mission to improve the quality of life in developing communities by pioneering ventures that provide access to appropriate sustainable energy technologies. EE engages local businesses and entrepreneurs to supply affordable, clean, and practical energy products to their local communities. The organization has operations in Namibia, Africa under the Elephant Energy name and on the Navajo Nation in the United States under the name Eagle Energy. Visit [www.elephantenergy.org](http://www.elephantenergy.org) for more information.

**Elephant Energy has an immediate need for a dynamic, entrepreneurial Business Development Manager to streamline and energize funding efforts and help bring light and energy to tens of thousands more families in Namibia and on the Navajo Nation.**

### Responsibilities:

#### *Short-term (immediate need)*

- Draft grant reports for foundation, U.S. government, and bilateral grants, including grants from USAID, EEP Africa, and National Geographic;
- Identify funding windows;
- Lead writing, budget preparation, and submission of grant applications from \$25K to \$500K to foundations, U.S. government agencies, and other bilateral and multilateral agencies; and
- Assist with miscellaneous administrative and finance-related tasks in partnership with EE's Program Director.

#### *Medium-term (secondary need)*

- Develop a comprehensive fundraising plan that includes grants, sponsorships, and donations from individual and corporate donors;
- Manage and update EE's donor database;
- Support Elephant Energy board members and volunteers planning the organization's annual fundraising event in October; and
- Engage in organization-wide strategic planning and visioning activities.

**Desired Qualifications:**

- One to three years of experience working in business development for an international non-profit or social venture;
- Experience with international grant writing, management, and reporting (experience with USAID grants a plus);
- Previous accounting and financial experience, including the ability to develop budgets;
- Experience meeting with major donors and drafting written individual donor communication;
- Experience and desire to manage donor databases (experience with Salesforce a plus);
- Experience working in the developing world (experience in Africa or on the Navajo Nation a plus);
- Self-motivated and able to manage time and work effectively without close supervision; and
- Undergraduate or graduate degree in non-profit administration, international development, or other relevant field.

**Anticipated Start Date:** September 2016 (as soon as possible)

**Length of Engagement and Time Commitment:** Part time. 20 hours per week. Depending on personal fit and budget developments, there is a possibility that this could become a full-time role or candidate could transition into another position in the EE organization in early 2017. Candidate's interest and ability to stay on into 2017 is a plus.

**Compensation:** \$2,000 per month (\$25 per hour)

**How to Apply:** Applicants should send a resume, two relevant writing samples (grant application, grant report, fundraising solicitations, etc.) and a short cover letter describing their interest in the Business Development Manager position to [jobs@elephantenergy.org](mailto:jobs@elephantenergy.org). Please include "Your Name – Business Development Manager" in the subject line of the e-mail. Applications reviewed on a rolling basis. Position open until filled.