



Title: Social Enterprise Manager

Reports to: Executive Director

Status: Full-time, Exempt

Organization:

Women's Empowerment is a community-based nonprofit organization whose mission is to educate and empower women who are homeless with the skills and the confidence necessary to secure a job, create a healthy lifestyle and regain a home for themselves and their children.

Women's Empowerment is the most comprehensive job-readiness program in Sacramento, exclusively designed to serve homeless women and their children. Women's Empowerment is dedicated to ending homelessness one woman, one family at a time.

Women's Empowerment offers a supportive environment whose employees work as a team to provide the highest quality of services. We use a strengths-based model in our work and focus on excellence in all of our programs.

Position Overview:

- Women's Empowerment produces the Get A Job Kit as part of an innovative paid training program for women who are experiencing homelessness in the Sacramento region. We are looking for a high-performing Social Enterprise Manager to help us continue to grow the training program into a sustainable social enterprise. The role will focus on overseeing all aspects of this social enterprise.
- This job will provide the opportunity to help expand the business model. Persons interested in entrepreneurship, building an organization, innovation, business development, and/or sustainability should apply. There will be a good mix of hands-on work dealing with sales, marketing, production, business development and program execution. This is an exceptional opportunity for a hands-on leader to play a significant role in realizing Women's Empowerment's mission and vision.

Principal Responsibilities:

- Develop goals and objectives that lead to growth and productivity of the social enterprise.
- Develop and implement business plans and strategies to promote the attainment of goals.
- Develop and implement sales and marketing goals and strategies.
- Organize and coordinate operations in ways that ensure maximum efficiency.
- Ensure that the enterprise has the adequate and suitable resources to complete its activities.
- Supervise the work of trainees and provide feedback to increase their confidence to excel in the workplace.
- Maintain relationships with partners/volunteers/vendors/suppliers.

- Gather, analyze and interpret external and internal data and write reports.
- Assess overall company performance against objectives.
- Represent the company in events, conferences and other public forums.
- Ensure adherence to legal rules and guidelines.
- Ensure success metrics are utilized to prove program outcomes.
- Collaborate with program team members to deliver a program that accomplishes success metrics.

Key Qualifications:

- Entrepreneurial spirit, self-direction, and results-orientation, demonstrating initiative, resourcefulness, and follow-through.
- Tech-savvy and fast learner.
- Strong time management and multi-tasking ability.
- Ability to meet sales goals, negotiate, sell to customer needs, build relationships, manage processes, coordinate with others, implement sales plans and develop budgets.
- Desire to support women experiencing homelessness rebuild their lives.

Desired Personal Qualities:

- A genuine love for working with people.
- The ability to cultivate effective working relationships.
- Demonstrated professional integrity, ethics, and confidentiality.
- Passion for the success of Women's Empowerment and the work it does.
- General knowledge of the challenges unique to homeless women, children, minorities and persons with disabilities.
- Experience working in a non-profit organization and/or social enterprise.

Requirements:

- BS/MS degree in business administration or a related field. Experience working in a Social Enterprise is a plus.
- Thorough understanding of diverse business processes and strategy development.
- Successful previous experience with selling a product or service, understanding customer needs and building customer relationships.
- Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization.
- Strong business sense.
- Excellent mentoring, coaching and people skills
- Excellent organizational and leadership skills.
- Excellent knowledge of MS Office, databases and information systems.
- Commitment to be an active participant in the fulfillment of the Women's Empowerment mission.

Physical Requirements:

Physical requirements are those that are present in normal production environment conditions and will involve moderate lifting.

Licenses:

Candidates must possess a valid California driver's license and meet the State's automobile insurability requirement.

This position description does not list all the duties of the job. You may be asked by your supervisor to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. Management has the right to revise this position description at any time. The position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Duties may involve occasional evening and weekend work to meet programmatic and organizational needs.

Please send resume and cover letter to Genny Coyne- genny@womens-empowerment.org