



SOCIAL ENTERPRISE MANAGER

DEPARTMENT: CYD

REPORTS TO: VP, Child & Youth Development

CLASSIFICATION: Exempt

OF HOURS: Full-Time, 40 hrs

PAYRATE: D.O.E.

POSITION PROFILE:

The Social Enterprise Manager is responsible for working with the program management team of the Child and Youth Development Unit, under the supervision of the VP-CYD, to develop opportunities and business plans, secure financing, and plan ongoing promotional activities for social enterprise programs in the areas of early childhood development and youth development. The approach will build on the efforts to date that generate significant revenues from fee-based preschool and after school programs. The goal of this position is to create more revenue-generating programs and projects that build on long-standing strengths and capabilities that the organization already possesses in child and youth development, while also advancing our service mandate and mission to reach a broader scope of socio-economically diverse San Diego families.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Develop start-up and multi-year marketing/promotional plans for each program/project.
- Develop business and financial plans, and incorporate programmatic elements into them to pitch concepts and ideas to the VP-CYD, CEO and others as needed to gain approval to move forward.
- Explore opportunities for growth and market performance with entrepreneurial approaches to programming in areas of strength and capability for SAY San Diego, including, but not limited to, child care, parent education, preschool and early learning, out of school time programming such as afterschool, vacation camps, etc.
- Conduct market research and risk-benefit analyses.
- Develop relationships, readiness and other key elements needed to move projects from the "idea" stage to implementation of innovative, well-grounded enterprises.
- Facilitate a team approach to plan, implement, and monitor key program activities, according to donor/funder/lender requirements and regulations.

QUALIFICATIONS (Education, Experience and Certifications):

- Bachelor's Degree in Business, Management, Social Enterprise, Finance, Marketing or other related field; MBA preferred.
- Experience in developing business/investment and/or marketing plans required.
- Demonstrated commitment to creating more educational enrichment opportunities for youth and families, in keeping with the SAY San Diego mission, required.
- Must have access to reliable transportation and be willing to use it for job related tasks.



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KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent writing and presentation skills, ability to highlight and explain relevant data.
- Strong financial analysis skills, ability create financial models and business plans preferred.
- Demonstrable skills in project implementation, including performance monitoring, budget preparation and tracking.
- Strong team player that can work cooperatively with internal and external stakeholders.
- Ability to prioritize and handle multiple tasks.
- Knowledge of best practices in social enterprise preferred.

WORKING CONDITIONS:

ENVIRONMENT: Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.