

19 April 2017

Job Posting

Social Enterprise Manager

One (1) Year Full-Time Contract Position (35 hrs/wk, some evenings/weekends)

Dixon Hall Neighbourhood Services is multi-service agency located in the heart of east downtown Toronto. For 87 years, we have been touching the lives of thousands of our community's most vulnerable residents by providing a range of programs and services across every stage of life.

Reporting to the Director, Employment Services, the Social Enterprise Manager will oversee all aspects of Dixon Hall Social Enterprise operations by blending business skills with a passion for affecting positive community change and development. As a key member of the Dixon Hall Employment Services team, the Social Enterprise Manager will play an integral role in the continued growth of Social Enterprise operations and in the organization's overall success.

The Social Enterprise Manager will manage and execute Social Enterprise business initiatives in accordance with Dixon Hall's vision, mission, values and strategic objectives. The Manager will also drive all business development activity, through development of partnerships with the private sector. On the social development front, the incumbent will engage with the educational, non-profit, and union groups to ensure associated initiatives translate into sustainable employment and training opportunities for Enterprise participants. The Manager will work across multiple projects at one time, and be required to ensure that projects are delivered on time and on budget, ensuring communication and coordination across all stakeholders.

Responsibilities:

- Develop and implement a Social Enterprise strategy and operational plans for each Social Enterprise
- Develop and implement commercial and marketing strategies
- Manage the commercial return on Dixon Hall's social enterprises, including meeting/exceeding sales targets
- Manage the operations of Dixon Hall social enterprises with a view to maximizing profitability and social purpose, including people management
- Develop partnerships across multiple sectors, including: private sector, non-profit organizations, educational institutions, and unions
- Secure new business through active engagement and outreach.
- Develop complete program plans for new business that include all aspects from initial research and outreach through to evaluation to ensure projects are completed on-time, on budget and are evaluated for economic and social impacts

- Ensure all processes and practices relating to on-going initiatives are fully documented and compliant
- Develop and manage specific project budgets
- Be responsible for outcomes measurement and routine reporting
- Maintain excellent and productive relationships with program stakeholders
- Manage staff
- Communicate effectively and regularly with stakeholders to ensure accurate deliverables and resolve any issues relating to projects
- Oversee reporting requirements for program & contract metrics, measurements and deliverables for new programs

Qualifications:

- Strong entrepreneurial spirit
- Strong communication skills and experience with peer management and stakeholder relationship development
- Strong business development experience
- Experience in project management required
- Knowledge of MS Office and database skills
- Excellent analytical and problem solving skills and strong attention to detail
- Consistent ability to set and deliver against a work plan in a fast-paced environment
- Available some evenings or weekends, as required
- Satisfactory criminal background check

Salary: \$52,000.00 per year.

To apply please send your resume and cover letter quoting File #17-EC-02 by **May 3, 2017 at 4 p.m.** by email to hr@dixonhall.org

Dixon Hall Neighbourhood Services is committed to developing an inclusive selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed by Dixon Hall Neighbourhood Services Race Relations and Employment Equity Policies.