

Job Announcement: Director of Social Enterprise

Title:	Director of Social Enterprise
Regular Full Time:	40 hrs./week
Salary Range:	\$110K to \$120K/annual
Reports To:	Co-CEOs
Start Date:	<i>February 2023</i>

The Opportunity

Homeward Bound of Marin is a dynamic and evolving non-profit agency working to end homelessness in Marin County through affordable housing development, supportive services, job training, and social enterprise. With a successful 48-year history and strong interdisciplinary partnerships with other private and public partners, Homeward Bound is positioned for impactful growth over the next decade. Our work environment values Justice, Equity, Diversity, and Inclusion, and rewards resourcefulness, flexibility, kindness, compassion, and understanding.

Homeward Bound is seeking a Director of Social Enterprise to own the development and growth of Homeward Bound's existing social enterprise business lines:

- **Wagster Dog Treats:** All natural dog biscuits baked in Homeward Bound's kitchen by graduates of the Fresh Starts Culinary Academy; currently in 120+ stores including Whole Foods and Pet Food Express.
- **Contract Meals:** A delivery-meal service making approximately 10,000 meals per month for Homeward Bound's shelters and housing sites.
- **The Key Room:** An event space and catering business serving the community and employing graduates of the Fresh Starts Culinary Academy. Also, home to a monthly celebrity chef event series.
- **Fresh Starts Culinary Academy:** A 10-week ACF-certified culinary training program serving low-income students from the community as well as Homeward Bound participants.

The Director of Social Enterprise will define and drive success for the social enterprise portfolio, work closely with Homeward Bound's leadership and staff to develop and execute growth strategies to achieve business and programmatic performance targets, and will also continuously evaluate new opportunities for growth, including developing new social purpose enterprises that support Homeward Bound's financial and social objectives.

The Candidate

If you are a mission-driven, hands-on business development leader who works well independently and as a team, we want to hear from you! Our ideal candidate will be an energetic team member who is

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ready to lend their business acumen to an organization making a difference in the lives of those that have experienced homelessness. This candidate will also have a passion for operation efficiency and a fondness for increasing sales and developing a strong team. Oh, and did we fail to mention, having the ability to prioritize, organize, stay creative, and maintain a sense of humor will go a long way too!

Required Qualifications:

- Business management and/or business consulting experience, particularly in driving growth and setting organizational goals.
- Project management experience, particularly experience managing multiple projects simultaneously with a strong ability to multi-task.
- Experience working in or managing kitchen staff.
- Strong analytical and problem-solving skills
- Proficiency in and comfort with, Microsoft Suite products, particularly Microsoft Excel for purposes of analyses
- Effective written and oral communication and interpersonal skills
- Ability to elicit information from and provide guidance to people with a wide range of cultural backgrounds, training, and experience.
- A capacity to work in a diverse environment of people including homeless individuals, professional managers, customers, volunteers, highly engaged philanthropists, business consultants, public sector partners, etc.
- Capacity and desire to embrace the JEDI (Justice Equity, Diversity, and Inclusion) principles at Homeward Bound, inculcating them in all operations.
- Bachelor's degree in a related field (e.g., business, management, finance, culinary)

Preferred Qualifications:

- Knowledge of one or more of the following industries: catering, food preparation, event hosting, pet food
- Experience balancing social as well as financial returns.
- Experience developing and executing successful marketing, communications, and sales plans in a growing organization.
- **Advanced degree in management (e.g., MBA)**

Major Responsibilities

Business Management:

- Responsible for the overall financial and operational performance of Homeward Bound's social enterprises
- Work with CFO to develop and monitor annual budget for social enterprises, including the development of tools that enable analysis and forecasting.
- Work with data team to develop and monitor metrics for measuring business and social outcomes of the enterprises, including working with staff to develop measurement tools.
- Participate in organization-wide strategic planning efforts.
- Test potential markets, evaluate productivity, and plan for implementation as necessary.

Strategic Partnerships:

- Create and nurture strategic partnerships across the enterprises to drive growth, culinary training, and profitability.
- Promote and represent social enterprises among funders, donors, and customers.

Operations:

- Create and refine processes to ensure products and services are delivered efficiently and reliably.
- Ensure backend software is utilized effectively by social enterprise team.
- Mitigate day-to-day operational challenges across business lines.

Culinary Instruction:

- Oversee the effective delivery of culinary curriculum, in partnership with the Culinary Training Specialists, Head Chefs and Events Specialist, that prepares students to meet training benchmarks and assessments.
- Work closely with Head Chefs to coordinate in-the-kitchen culinary training to best utilize production opportunities, meet students' skill development, and support Homeward Bound's social enterprises and meal production goals.

Employee Development:

- Recruit, hire, motivate, manage, and develop the capabilities of the employees on the social enterprise team.
- Create a work environment that fosters teamwork, personal growth, and self-confidence.
- Conduct employee performance reviews and provide ongoing support and feedback to Enterprise team in accordance with Homeward Bound's HR practices.
- Coordinate with Homeward Bound program staff and the business managers to ensure transitional and permanent supportive employees are supported throughout their roles.
- Perform other relevant duties as assigned

Relationships

- Establishes and maintains open and collaborative relationships with colleagues, working as a team with all staff at Homeward Bound.
- Greets, communicates, and treats all program participants with respect, dignity, and an attitude of service.
- Maintains confidentiality related to all program participants.
- Communicates clearly and consistently with supervisor.

Equal Opportunity Statement

Homeward Bound is an equal opportunity employer. We stand for justice and equity. We celebrate diversity and we are committed to creating an inclusive environment for all employees. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, leave of absence, compensation, benefits, and training.

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Competitive Benefits

- 100% Employer Paid Medical, Dental, and Vision Insurance
- Discretionary 403B match
- 160 accrued vacation hours
- 11 paid holidays
- 6 floating holiday
- 12 sick days annually
- 10 Covid-19 sick days a year
- Employee Assistance Program
- Free lunch at Admin Site, and more
- Comprehensive list provided at offer

**\$110K-\$120 per year hour DOE with a competitive benefits package which includes 100% employer paid medical and dental insurance, 4 weeks' vacation, and access to a 403b retirement plan. Under California law, Homeward Bound is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary or hourly rate outside of the range posted in this job announcement. This range considers the wide range of factors that are considered in making compensation decision including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. Salary and hourly rate offers are determined based on final candidate qualifications and experience.*

To Apply

Send resumes to: careers@hbofm.org