

## PURPOSE OF POSITION

To serve the church by creating and overseeing the operation of revenue generating ventures that provides income to the mission, develops people for work and engages the community.

## RESPONSIBILITIES

- Lead teams to create and manage income producing ventures.
  - Current ventures are: Worth Shop products and Garden Exchange Thrift store
  - Oversee Online Store
- Actively look for, research, and recommend new social enterprises using three questions as a guide:
  - Will it provide vocational training for clients?
  - Will it create significant revenue for the mission?
  - Will it provide an opportunity for the community to engage with clients?
- Establishes metrics, guidelines, and standards by which profitability and effectiveness can be evaluated for existing enterprises and identify opportunities for improvement.
- Lead coordination and integration of efforts between various enterprises to produce smooth workflow and cost-effective business processes.
- Monitor each social enterprise's budget and work with managers and Advancement Director to create budgets each year.
- Work closely with the Forge Program and its director and the Outreach Center director to assist in vocational training of students and guests.
- Develop relationships with local retail businesses to sell products.
- Coordinate with the Advancement Director to market products.
- Develop annual goals for Social Enterprise efforts.
- Oversee the implementation of Watered Garden's exchange model at each campus.

## ORGANIZATIONAL RELATIONSHIPS

- The Director of Social Enterprise (SE) reports directly to the Advancement Director. The Worth Shop manager, Garden Exchange manager, and employment transportation driver report to the Director of SE.

## JOB REQUIREMENTS

- Strong leadership, organizational, management, and communication skills.
- Ability to form teams to accomplish a mission.
- Critical thinking skills and ability to prioritize and make quick decisions.
- Ability to solve average difficulty word-style math problems.
- Wide range of interpersonal skills.
- Self-motivated, organized and responsive.
- Timeliness/reliability.
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Proficiency in Microsoft Office operation.
- Ability to develop budgets and understand general financial statements.
- Computer skills in web searching, spreadsheet operation, general documents.
- Ability to lift 50 pounds from floor to waist.