

## Manager, Social Enterprise

Partners for Care (PFC) is looking for a leader who wants to affect positive change in the community.

The Manager, Social Enterprise is responsible for the development and implementation of the operational plans for all PFC social enterprise programs and ensure growth and leverage their full potential.

We are looking for someone with business acumen, strong analytical abilities and an awareness of environmental and social issues.

### Partners For Care

PFC manages social and business enterprises for the Nova Scotia Health Authority (Central Zone), with proceeds going to support patient care. Current business enterprises include parking, retail services and automatic teller machines.

Current social enterprises include:

- Common Roots (Halifax Infirmary) and Back to Our Roots (Nova Scotia Hospital) Urban Farms. They promote healthy lifestyles and landscapes through hands-on education in the production and consumption of healthy food
- Mindful Mango Café and Catering is a training program which helps people living with mental illnesses discover and follow their paths to self-sufficiency

### Role Accountabilities:

#### Operations Management

- Lead the development and implementation of the annual social enterprise operational plan
- Responsible for the development and implementation of best practices for optimal efficiency and delivery of all programs
- Assist in developing the PFC strategic plan

#### Convening and Facilitation

- Build strong relationships and engage with Advisory groups, staff, and management to encourage participation, buy-in to new initiatives, and collective action
- Create an atmosphere of community, shared ownership, and openness in all social enterprise initiatives

#### Funding and Communication Management

- Create and implement a Fund Development Plan and associated annual budget
- Secure sustainable funding streams including, but not limited to, grants, public funds, foundation and government
- Formulate and manage the implementation of an overall marketing and communications plans for both the PFC social and business enterprises

#### Human Resource and Financial Management

- Develop and lead all programs' annual budgets and assure adherence to those budgets
- Provide leadership to the program teams to capitalize on their full potential, and foster an environment of healthy engagement

### Role Requirements

We are looking for someone experienced in operational planning, fund development, budgeting, financial and business analysis, sales, and human resources management who has:

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- A post-secondary degree in business, or a Master of Business Administration, and 5 years of experience (or equivalent combination of education and experience)
- Superior interpersonal and communication skills, both written and verbal
- Exceptional collaboration skills to support working in a complex business, and ability to maintain harmonious working relationships
- Proven leadership skills to develop a focused and motivated team
- Passion for creating innovative programs to maximize operational efficiencies and effectiveness
- Extreme proficiency in Microsoft Office, and social media
- A strong ability to balance long-term objectives with day-to-day operations and pressures
- Experience working with the public and volunteers

This is an 18-month full time contract. The position works out of the Partner for Care office in the Victoria General (VG) hospital.

To apply, send a cover letter and resume in one document to [jodi@grassrootshrconsulting.ca](mailto:jodi@grassrootshrconsulting.ca) by February 20<sup>th</sup>, 2018. Please include the position title in the subject. We thank you for your interest, however only candidates considered for an interview will be contacted.