

Willis Dady Homeless Services

Job Title: Social Enterprises Manager

Immediate Supervisor: Employment Services Director

Agency Overview: Since 1987, Willis Dady Homeless Services has been working to empower individuals and households to break the cycle of homelessness and become self-sufficient. Willis Dady offers robust and individualized services to households at risk of and experiencing homelessness in Linn County, Iowa. Willis Dady works closely with local homeless service providers to identify gaps in services and provide innovative and personalized ways to fill those gaps to best meet the needs of our community.

Position Summary: The Social Enterprises Manager is responsible for leading and planning Willis Dady Works social enterprise initiatives while also supporting individuals experiencing homelessness access employment opportunities. The Social Enterprises Manager will grow a current social enterprise to a sustainable level and pilot two additional programs in FY '23. This position is part of the Willis Dady Homeless Services Employment Program team with the primary goal of creating employment opportunities for individuals experiencing or near homelessness and creating additional revenue sources for Willis Dady Homeless Services. The Social Enterprises Manager will build partnerships with community agencies, businesses, and individuals to grow the social enterprises. The Social Enterprises Manager must be driven to think creatively, problem solve, create lasting relationships, and provide individual employment case management to individuals experiencing homelessness. The Social Enterprises Manager will be willing to work with the agency as a team and share information. This position is contingent upon revenue goals and piloting programs in FY '23.

The position is full time (40 hours per week) with an hourly rate of \$20 and a competitive benefits package: 75% of employee health premium covered by the agency, dental and vision plans, 3% Simple IRA match, short-term and long-term disability, life insurance, paid time off, personal days, flexible scheduling, and a 30-day paid sabbatical after five years of employment. Willis Dady is a federal student loan forgiveness qualifying agency.

To Apply

Please submit a resume, cover letter, and contact information for three professional references to Kelsey Culver at kelsey@willisdady.org or via mail at 1247 4th Ave. SE, Cedar Rapids IA 52403. Interested applicants may also call for more information at: 319-362-7555. Applications are now being accepted until the position is filled.

Requirements

The Social Enterprises Manager must be self-driven and motivated to help households experiencing persistent homelessness access employment. Previous experience working in social enterprises or entrepreneurship is strongly preferred.

Qualified candidates must have:

- Align with agency core values: Empowerment, Respect, Accountability, Compassion, Integrity, Acceptance, and Education.
- Four-year degree with a minimum of 1 years of experience working in social enterprises or business development. Alternatively, 5 years of experience in lieu of a degree.
- Ability to travel throughout Linn County, a valid driver's license, and access to a reliable vehicle on a daily basis. All work-related travel expenses will be reimbursed by Willis Dady.
- Must be able to make independent decisions about schedule, travel, client priorities, etc. on a daily basis. Must also be able to brainstorm and share information with Willis Dady case managers and administrative staff.

Don't meet every requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. Willis Dady is dedicated to building a diverse, inclusive, and authentic workplace. So, if you're excited about this role, we encourage you to apply anyways! You may be just the right candidate for this or other roles!

Principle Responsibilities/Duties

1. Identify and assess new opportunities for growth for Willis Dady Works Social Enterprise Programs
 - a. Grow existing social enterprise to bring in at minimum \$1,000/month gross revenue by June 2023
 - b. Assess overall performance of social enterprise models and adjust programming as needed

- c. Create targeted information for various community groups to educate about social enterprises
 - d. Engage in networking and professional spaces to create information sharing and business partnerships to support Willis Dady Works.
 - e. Pilot additional social enterprises in the 3rd and 4th quarters of FY 2023
2. Establish Willis Dady Social Enterprise Program Goals and Objectives
 - a. Develop, implement, and assess a working business plan for all Willis Dady Works Social Enterprises
 - b. Participate in strategic planning to ensure program goals are meeting agency goals and needs
 - c. Communicate with accounting team regarding financial goals, partnerships, and additional growth opportunities
 3. Supervise and lead the Willis Dady Works Social Enterprise programs
 - a. Communicate effectively about programming and opportunities within Willis Dady, with partner agencies, and the broader community
 - b. Develop a social media presence for social enterprises on multiple platforms, keeping in line with current agency branding
 - c. Support training initiatives at Willis Dady Works as needed
 4. Provide follow-up case management at minimum once monthly, focused on overall stability for up to six months to ensure success in ongoing employment.
 - a. Work with each client to develop and progress on individual service plans according to individual goals and objectives and ensure that client interactions are person-centered, goal focused and reflect each client's service plan
 - b. Structure case management using the progressive engagement model by providing just enough case management for participants to access eligible resources and meet their needs to maintain employment and increasing services as needed and requested
 - c. Focus case management on employment maintenance and stability: engaging with teammates, attendance, communication with managers, managing behaviors that may accompany mental illness or substance use, develop crisis plans, connect with appropriate community resources and support individual employment goals.
 - d. Document all client interaction and maintain accurate paperwork as required by Willis Dady and funders
 5. Administrative
 - a. Maintain agency record keeping and all communications in a confidential manner as per agency and program policies, including tracking program participant case notes, referrals, and progress
 - b. Maintain and update case notes daily and make other paperwork updates in a timely and confidential manner
 - c. Comply with all Employment Services programs policies and assist the agency in meeting program expectations
 - d. Keep records of Success Stories that can be shared with funders and the broader public and perform other agency administrative duties to standard
 - e. Attend all staff meetings including a monthly all-staff meeting, weekly case management team meetings, weekly prioritization meetings, and community meetings as scheduled and assigned.
 - f. Attend trainings as required and pursue professional and agency development according to agreed-upon goals.

Note: It is the policy of Willis Dady Emergency Shelter to provide employment without regard to race, color, religion, national origin, sex, age, marital status, disability, sexual orientation, Vietnam era or disabled veteran status. All offers of employment are contingent on a negative report on the State of Iowa Criminal History Records Check and Sex Offender Registry. Willis Dady is an At Will Employer.