**JOB DESCRIPTION: Social Enterprise Director**

Reports to: CEO  
Status: Exempt  
Hours of Work: Full Time  
Posted: January 5, 2016

**Job Summary**  
The Social Enterprise Director operates a start-up program in social enterprise development in Appalachian Ohio. As the Social Enterprise Director, he or she collaborates with Rural Action staff to provide the business analysis and support to two social enterprises at Rural Action: Zero Waste Event Productions and the Chesterhill Produce Auction. The Auction is a 10-year business in Morgan County, Ohio working with over 1500 buyers and 150 sellers, grossing $250,000 in sales and ready for expansion. Products sold include fresh produce, wood products, household goods, baked items, and more. Small businesses are growing around the Auction as it expands. Zero Waste Event Productions is a start-up enterprise looking to triple revenue by helping regional festivals achieve up to 96% diversion at major music and cultural festivals and reaching tens of thousands of festival users with the message of recycling and waste minimization. Revenue growth is high in this business with few competitors and increasing demand.

Using a value chain approach (businesses working together to meet demand), the person in this position assists small businesses in the wood products, food, and zero waste sectors that have emerged around our food, zero waste, and forestry programs, helping them identify markets and grow. The specific business growth of Rural Action social enterprises, combined with a broader technical support program to area nonprofits and entrepreneurs, creates a rich learning and performance opportunity for the person in this position.

This position requires actual business experience, a strong sense of collaboration, good business instincts, project management skills, creativity, professionalism, excellent communication skills, and a passion to grow social enterprises and support local entrepreneurs. The position has telecommuting and work flexibility, and Rural Action’s organizational culture supports work-life balance.

**Essential Functions**

- Assist 30 businesses in the food, wood, and zero waste sector with idea generation, market assessment, and business modeling with the goal of 3 new businesses and 6 new jobs over 12 months;
- Support growth of Zero Waste Event Productions by coaching staff and implementing components of the business plan;
- Support a doubling of revenue at the Chesterhill Produce Auction by completing a revised business plan and implementing plan components;
- Support value chain construction of food, forestry, and zero waste businesses through training, and networking of small businesses and emerging entrepreneurs;
- Develop a training and technical assistance plan for nonprofit organizations undertaking or interested in social enterprises;
- Assess, document, and provide technical assistance and training needs in collaboration with others in the entrepreneurial support ecosystem;
- Establish capital opportunities for social enterprises in the region, including community capital options;
• Help identify and secure resources for continuation of the region’s social enterprise programming;
• Establish a data collection and evaluation system;
• Maintain and make accessible social enterprise resources to staff, partners, and Rural Action members;
• Other duties as assigned.

Knowledge, Skills and Abilities
• Knowledge and experience in business development and entrepreneurship;
• Knowledge of good business practices and market development;
• Financial management and tracking;
• Strong partnership development skills;
• Strong oral and written skills;
• Organized and efficient.

Minimum Qualifications
• Business, finance, or marketing degree or related experience in business development and business management;
• Ability to work at a computer and familiarity with MS Word and Excel;
• Availability for evening and weekend activities as needed.

Preferred Qualifications
• 5-7 years of business experience;
• Strong financial abilities;
• Strong networking skills.

To apply, please send a cover letter and resume outlining your experience as it relates to this job description and providing your salary expectations for the position. Send materials to info@ruralaction.org, subject heading: Social Enterprise Director. The position will remain open until a suitable candidate is hired. Rural Action is an Equal Opportunity Employer.