



**GEORGIAN BAY
BIOSPHERE**
MNIDOO GAMII

Position: Social Enterprise Manager
Reports To: Director of Operations
Location: Parry Sound, Ontario
Wage: \$55,000 per annum. Three weeks' vacation.
Duration: One year contract to June 2023, with plans for extension.

The Georgian Bay Biosphere is a dynamic, community-based organization looking to fill the position of Social Enterprise Manager. The successful candidate will have a proven track record of financial management and business operation, have experience with community engagement and communications, and bring the necessary technical and creative skills to implement an operations plan and launch a social enterprise. They will champion the intended values of this social enterprise, including: social responsibility, cultural respect and reciprocity, ecological sustainability, and economic well-being.

The Social Enterprise Manager will provide the project management, communications, and community consultation required to launch an environment, community and tourism consulting services-oriented social enterprise. They will work with a volunteer advisory committee on aspects of the project including governance structure and legal requirements, community engagement to seek feedback from partners and identify opportunities, and the creation of a communications plan and business products.

Primary Responsibilities

- **Business Development:** Review feasibility plan and potential services. Finalize business model outlining key services, areas of expertise and target markets. Identify needs and opportunities for social enterprise services from existing to potential services over the first 3-5 years of operation.
- **Coordinate Governance of Social Enterprise:** Develop the governance structure in consultation with a legal team and GBB leadership.
- **Communications and Community Engagement:** Facilitate workshops and meetings to seek feedback from GBB staff and volunteers, partners and potential clients. Develop a communications and business launch plan, including digital and print products.
- **Transition Planning:** Identify and set up administration systems and client onboarding. Develop staffing needs assessment and systems for working between and with GBB operations.

NOTE: For many of the tasks above this position will liaise and work closely with the GBB Management Team (Executive Director and Director of Operations) as well as with our Finance Coordinator and Organizational Development Manager and have access for consultation with other management staff for program development.

Skills & Aptitudes

- Business mindset & experience with business for social purpose
- Adept financial modelling & implementation
- Critical and complex thinker able to navigate through uncertainty
- Understanding of Canadian charity governance
- Successful project management experience and team management
- Public communications and community engagement experience
- Grant management, including budget oversight and reporting
- Social Enterprise & B-Corp experience an asset

How to Apply

Please forward a cover letter and resumé to Greg Mason, Director of Operations (info@gbbr.ca) by 5PM on Friday, May 27, 2022. We thank all applicants for their interest in the position. Only those candidates selected for an interview will be contacted.

GBB's hiring and standard employee policies and procedures recognize and uphold anti-racist, equitable, and inclusive processes. GBB welcomes and encourages applications from people with disabilities. If you would like to apply to a job, are scheduled for an interview, or have been offered a position within GBB and require accommodations and/or accessibility measures, please email to request.