

landscaping with heart



HEALTHY GARDENS... HEALTHY PEOPLE

Job Posting

Social Enterprise Manager, Coast Landscaping with Heart

Reporting to: Associate Executive Director

About Coast Mental Health

Coast Mental Health promotes recovery of persons with mental illness. Since 1972, Coast has helped thousands of individuals move from unemployment, homelessness, hunger and isolation to finding jobs, homes, food and a community of people who help. Once supports are in place we see individuals who strive to reach their maximum potential and become productive members of society.

About Coast Social Enterprise Foundation

The Coast Social Enterprise Foundation (CSEF) was founded in 2005 to develop and operate businesses that provide employment people with a mental illness. Our goal is to grow businesses that provide income, work opportunities and skill development for people who can re-enter the work force.

To date, CSEF has founded one successful business – Landscaping with Heart – which employs people living with mental illness in a professional landscaping company. The company provides lawn and garden maintenance for residential and commercial customers.

About the Position

This position is about managing and growing a Social Enterprise business(s) successfully. Included in the position is planning and development, including marketing, operations, community and partnership development as per the Coast Landscaping with Heart Business Plan.

Main Responsibilities

Business Development and Customer Care:

- Business Strategies to increase revenues
- Develop and implement the Business Development Plan
- Initiate new business opportunities; develop new contracts with potential customers
- Establish strong relationship with strata building managers and other relevant community based organizations
- Manage existing contracts and renewals

- Assess ongoing fees for service to meet goals

Business Operations and Administration:

- Day to day Business and Marketing administration
- Increase efficiencies of operations
- Implement Business Plan with Director and staff
- Maintain documentation and reporting of activities
- Work closely with Director regarding financial tracking, budgeting , and reporting
- Provide oversight to quality of service issues as identified by clients / partners
- Communicate with clients regarding past due accounts to maintain Accounts Receivable
- Assess and address potential revenue streams
- Report monthly business goals and results to Director
- Meet with Director and funders as required
- Work with Director to conduct ongoing business planning

Staff Involvement:

- Provide direction to staff regarding business deliverables
- Facilitate and attend staff meetings, if required
- Liaison with Clubhouse to recruit employees and ensure job readiness of employees
- Design and manage staff training
- Design and manage ongoing client support program with Clubhouse

Fundraising:

- Look for opportunities that benefit Coast Landscaping with Heart
- Work with Director on fundraising goals
- Increase community awareness of benefit of service and outcomes for people living with mental illness provided by Coast Landscaping with Heart

Education/Experience

- Excellent inter-personal and communication skills
- High level of responsibility and ability to work independently to meet goals
- Marketing planning and execution
- Good organizational and business management skills
- Entrepreneurial experience and skills
- Experience with and/or openness to working with employees living with mental illness
- Business administration training an asset
- Landscaping experience an asset
- Social enterprise experience an asset

How to Apply

If this sounds like you, we would love to hear from you! Submit your covering letter and resume by **Friday, March 12, 2010** to: heathere@coastmentalhealth.com

We kindly ask for no phone calls please. Applicants will receive an emailed response confirming receipt of their resume submission. Only candidates who are selected for an interview will be contacted. We thank all applicants for their interest in Coast Landscaping with Heart.