



Are you ready for a worthwhile challenge? *Social Entrepreneurs of New Orleans (SENO) seeks an experienced, energetic individual who is committed to nurturing the emerging social entrepreneurship community in New Orleans to serve as its first Executive Director. This individual will have the unique opportunity of leading our 501(c)(3) nonprofit organization as it expands programming and establishes the financial stability to meet the needs of a rapidly growing social entrepreneurship community.*

A “social entrepreneur” is an individual who develops and acts on a solution to a social problem more effective or efficient than existing solutions and measures his/her success in social impact. *SENO’s mission is to systematically advance solutions to our city’s most pressing social challenges by identifying and incubating the social entrepreneurs who tackle these high-priority challenges. The Executive Director will work with the SENO Board of Directors, the Steering Committee, and the staff of other entrepreneurial organizations throughout the region to strengthen and support creative problem solving for social challenges in New Orleans and eventually beyond. SENO has achieved its well-respected record of achievements to date by relying on the work of its committed volunteers. As the organization moves from a volunteer to professional staff, fundraising will be a crucial area of focus for the new Executive Director.*

Job Title: Executive Director, Social Entrepreneurs of New Orleans

Reports to: Board of Directors

Key Responsibilities

- Oversees design, marketing, promotion, delivery, and quality of programs such as the New Ventures Incubator. The New Ventures Incubator provides support to early-stage high-potential social entrepreneurs through executive mentoring, connection to people and resources, and one-on-one legal and financial consultations and workshops. **Specific activities include but are not limited to:**
 - Recruiting early-stage social entrepreneurs and executive mentors and implement selection model (committee interviews, manage applicant communications and logistics, rubric and application development, selection & matching process)
 - Implementing programmatic events: PitchNOLA (an elevator pitch competition), half-day orientation launch event, workshops, and graduation event
 - Coordinating legal and financial workshops and consultations for entrepreneurs
 - Organize volunteers and oversee the preparation of materials for each event, ensure attendance and communications, follow up monthly with all mentors and mentees, and conduct monthly status reports and needs assessments
 - Interview and write up social entrepreneurs for monthly newsletter, online profile, and graduation booklet
 - Solicit sponsorships and in-kind donations for all events
- Will be responsible for raising the SENO operating budget from private, public and governmental funding sources that would include grant writing, individual solicitations, expanding SENO’s membership program, developing an annual giving program and annual fundraising event, and developing earned revenue streams or other funding mechanisms as appropriate.
- Work with Board of Directors and volunteer **Steering Committee in strategic planning and implementation** of the organization’s vision and mission.
- Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations.

- Effectively manages the human resources of the organization.
- Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders

Skills & Qualifications:

- Successful track record in fund development and raising money through individual donors
- Demonstrated ability to manage multiple tasks
- Experience managing volunteers
- Successful track record developing and leading projects
- Strong strategic thinker who can execute well with attention to details
- Exceptional written and oral communication skills
- Exceptional quantitative skills with experience conducting financial projections
- Passion for and commitment to social entrepreneurship in New Orleans; passionate about supporting social entrepreneurs
- Knowledge of the unique needs and challenges of starting a new venture (preferred)
- Ability to manage high-level relationships ranging from Executive Mentors, social entrepreneurs, and other partners such as the Lt. Governor's Office of Social Entrepreneurship, Echoing Green, and Tulane University
- Ability to work independently and in conjunction with the Steering Committee
- Demonstrated ability to be innovative and entrepreneurial
- Experience working in a start-up environment
- Program management and program development experience required
- Highly organized with strong attention to detail
- Bachelor's, professional, or master's degree

Salary: \$40,000+; negotiable depending on skills and experiences

Application Directions: Please send resumes and cover letters to Social Entrepreneurs of New Orleans at jobs@seno-nola.org. Please include the following in your cover letter: 1) Your interest and knowledge of social entrepreneurship (globally and in New Orleans), and 2) how your skills and experiences make you the right candidate. This position will start no later than January 1, 2010. Applications are due November 30th, 2009, but we encourage applicants to apply as soon as possible.