



People. Planet. Prosperity

Social Enterprise Program Manager

Position Overview

The Program Manager will be responsible for management of the day-to-day functioning of the Social Enterprise Program. The Program Manager will be responsible for the continued development of the Social Enterprise Program and its strategic direction. The Program Manager will be expected to hit the ground running, be an active problem solver and understand what is necessary to launch companies and secure funding for companies. The basic functions of the position include: managing the Social Enterprise Coordinator and Program Assistant, conceptualization and research into the feasibility of social enterprise ideas, grant report preparation, creating and managing budgets, managing program operations, business plan drafting and launching and supporting businesses. This position has growth potential within the organization.

Reports to

TVCDC Deputy Director- Jen Irving

To Apply

Please email a cover letter and resume to jobs@thundervalley.org. In the subject line include Social Enterprise Program Manager.

Compensation & Benefits

Compensation: \$45,000-\$50,000 depending on experience

Benefits:

- Health Insurance- Employee premium paid by TVCDC
- Dental Insurance- Employee premium paid by TVCDC
- Vision & Hearing Insurance- Employee premium paid by TVCDC
- Simple IRA with up to a 3% match from TVCDC
- Accrued Paid Time Off up to 160 hours per year
- 10 Annual Paid Holidays

Essential Duties & Responsibilities

- Development and conceptualization of the strategy of the Social Enterprise Program.
- Management of the day-to-day activities of the Social Enterprise Program.

Thunder Valley Community Development Corporation

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- Supporting social enterprises that are launched under the Program.
- Assist social enterprises with financial management, planning, systems and controls.
- Management of the Program budget.
- Assisting social enterprises with certain back office functions.
- Responsible for the organization and maintenance of Program and social enterprise entity documents.
- Regular meetings with Executive Director related to operations of the Social Enterprise Program.
- Creation of reports related to performance of the Social Enterprise Program and the social enterprises.
- Assisting in the training of the social enterprise managers and employees regarding business management and employee ownership.

Qualifications, Knowledge, Skills

- Strong background and work experience in business management.
- Preference for a Master Degree in business administration or other business related field or years of experience equivalent.
- Entrepreneurial skills and mindset is a must.
- Ability to conceptualize plans and ensure implementation of those plans.
- Excellent computer skills and proficient in excel, word, outlook and Google applications.
- Working knowledge of QuickBooks preferred.
- Excellent communication skills both verbal and written.
- Excellent interpersonal skills and a collaborative management style.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- Excels at operating in a fast pace, community environment.
- Excellent people manager, open to direction and +Collaborative work style and commitment to get the job done.

ADA Specifications

May be required to use the computer screen for extensive periods of time. Occasional lifting of 15 to 20 lbs. Extended working hours and travel may be necessary.

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Mission Driven

Employee has as a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission

Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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