



*"To preserve and enhance the quality of life for the residents of Hillhurst Sunnyside."*

**Job Title:** Director of Social Enterprise

**Department:** Administration

**Reports to:** Executive Director

**Hours of work:** 35

**Organization Description:**

Hillhurst Sunnyside Community Association (HSCA) is a vibrant, inclusive community centre offering community-based programming, childcare, sports and recreation facilities, and private hall rentals for business functions and special events.

**Position Description:**

The Director of Social Enterprise is a key leadership position responsible for overseeing social enterprise initiatives and financial management of the organization, including a team of direct reports. This role requires a strategic thinker with a passion for driving social impact through innovative business models and strong financial expertise. The Director of Finance and Social Enterprise will play a pivotal role in ensuring the financial sustainability and mission alignment of the organization while maximizing social impact through entrepreneurial endeavors. **Position is onsite in Calgary, Alberta.**

**Responsibilities:**

**Social Enterprise Development:**

**Strategy:** Lead the development and implementation of social enterprise initiatives aimed at generating sustainable revenue streams and maximizing social impact and which align with organizational mission and goals. This will include identifying new social enterprise opportunities through market research, feasibility studies, and partnership cultivation.

**Business Planning:** Develop business plans, financial models, and impact measurement frameworks for social enterprise ventures, ensuring alignment with the organization's mission and values.

**Collaboration:** Collaborate with internal teams and external partners to execute social enterprise projects, monitor progress, and evaluate outcomes.

**Financial:**

**Financial Operations Oversight:** Ensure that accounts payable, accounts receivable and all day-to-day financial operations are completed with accuracy and compliance with all regulatory requirements, accounting standards and organizational policies. Develop and implement financial strategies, policies, and procedures to ensure the financial health and stability of the organization.



**Budgeting and Forecasting:** Through consultation across departments, develop annual budget. Monitor and analyze financial performance against budget and financial goals, preparing regular reports including monthly income and expenses reports for various stakeholders.

**Payroll:** Prepare and process semi-monthly payroll and all associated reporting and reconciliations.

### **Leadership and Stakeholder Relations:**

**Leadership:** Provide strategic guidance and leadership to a team of direct reports and across the organization on financial and social enterprise matters. Foster a culture of financial sustainability, innovation, and social impact within the organization, inspiring team members to excel and contribute to our mission.

**Stakeholder Relationships:** Maintain positive relationships with all relevant stakeholders, including but not limited to internal staff, board of directors, funders, government agencies and corporate partners to support financial sustainability and social enterprise initiatives.

### **Other:**

Attend Finance Committee meetings in the evening once per month and function as the liaison between staff and the Finance Committee. Additional assignments as directed by Executive Director.

### ***About You:***

You are a dynamic individual with a strong background in financial management and a passion for driving social impact through innovative business models. You possess excellent leadership, communication, and interpersonal skills which enable you to collaborate effectively with diverse stakeholders and inspire team members to excel. You are a strategic thinker with exceptional attention to detail and outstanding problem-solving abilities. Your commitment to innovation and continuous improvement characterizes your approach to leadership.

You have a proven track record of developing and scaling social enterprise initiatives, including business planning, market research, and impact measurement. You have strong knowledge of Canadian non-profit and charity regulations, accounting standards, and compliance requirements to ensure the financial health and stability of HSCA. Above all, you are inspired by a passion for creating positive social change.

As a key member of the leadership team, you play a pivotal role in ensuring the financial sustainability and mission alignment of the organization while maximizing social impact through entrepreneurial endeavors. You are willing, if not eager to participate in shared learning and development with your team related to Equity, Diversity and Inclusion, Truth and Reconciliation and Anti-Racism.

You hold the following qualifications:

- Bachelor's degree in finance, business administration, social entrepreneurship, or a related field. MBA or CPA designation preferred.
- Minimum of 5 years of experience in financial management, with a strong background in nonprofit finance and social enterprise development.
- Demonstrated experience in developing and managing budgets, financial planning, and financial analysis.



***About Us:***

At HSCA, where we offer competitive salaries within the non-profit industry and exceptional work life balance. Three weeks of holidays is offered at the start of your tenure as well as ten wellness days per year to support your well being. Additionally, an excellent benefits package becomes available after three months, providing comprehensive coverage for your needs. High quality child care services are located in the building with a discount for staff members, ensuring peace of mind while you work. Staff receive an HSCA membership including community discounts to a number of community businesses and access to Bow View Outdoor Pool. There is free parking onsite for staff as well as premium access to our weekly Farmer's Market. Our intention is to foster a sense of belonging and community. Join us and make a meaningful impact while enjoying a fulfilling and balanced professional life.

***Application Process:***

To apply submit a resume, cover and salary expectations to [mydreamjobs@hsca.ca](mailto:mydreamjobs@hsca.ca)  
We thank all applicants for their interest, but only those selected for an interview will be contacted.  
HSCA is an equal opportunity employer committed to diversity and inclusion in the workplace.