

REDF

Farber Fellow, Social Enterprise Engagement

Position: Farber Fellow, Social Enterprise Engagement
Duration: 1 year, with possible 2nd year
Schedule: FTE, Monday – Friday, 9am – 5pm
Location: 2 positions – 1 in REDF’s Los Angeles office, 1 in REDF’s San Francisco office
Reports to: Portfolio Manager (LA) or Enterprise Development Manager (SF)
Start Date: Spring 2012

Organizational Description

REDF (The Roberts Enterprise Development Fund) is a high-impact venture philanthropy organization dedicated to transforming lives through the creation of jobs and economic opportunity in California. The organization is an inaugural recipient of a \$6 million federal Social Innovation Fund grant which is fueling REDF’s statewide expansion toward a nationally replicable social enterprise model.

Specifically, REDF provides funding and business assistance to a carefully selected portfolio of nonprofit social enterprises that employ young people disconnected from school and work, and adults who are overcoming histories of homelessness, mental illness, addiction, incarceration, chronic poverty and joblessness.

Since 1997, REDF has partnered with nonprofits that have pioneered the creation of social enterprise, helping them expand their enterprises, achieve sustainable success, and measure the positive impact of their work on people and communities. REDF has helped employ more than 6,000 people in the San Francisco Bay Area and Southern California and is supported by the generous contributions of individuals, corporations, and foundations.

REDF’s signature Farber Program trains leaders who will effect social change, offering the opportunity to build a career, build a business, and build the community. Through the Farber Program, REDF offers summer and year-long positions in the field of social enterprise to MBA students and graduates.

Job Summary

Under the supervision of the Portfolio Manager or the Enterprise Development Manager, each Farber Fellow will assist REDF and its portfolio organizations by managing hands-on, high-impact social enterprise business assistance projects. Fellows will also participate in REDF’s overall portfolio strategy development, portfolio due diligence, and field building and knowledge development through tool creation and presentations.

Responsibilities

Social Enterprise Business Assistance

- Manage high-quality business assistance engagements for REDF social enterprises. Address identified social enterprise operational and business needs through planning, scoping, and completing projects. Engagements could include feasibility analyses, market research and analyses, operational and financial planning, business planning, operational and performance analysis, etc.
- Lead teams including other REDF portfolio staff, outside consultants and staff at the portfolio social enterprises to execute engagements
- Participate in REDF/portfolio organization venture committee meetings for designated organizations
- Provide business training or coaching to individual REDF social enterprise business managers as appropriate
- Track social enterprise engagements in Salesforce.com, including time spent and results achieved
- Communicate with REDF portfolio staff and REDF management about status and progress of designated portfolio organizations; participate in REDF portfolio management review sessions

Portfolio Pipeline

- Participate in REDF portfolio due diligence process, including screening applications, conducting meetings and research on portfolio candidates, conducting short-term projects with top candidate organizations, and participating in evaluation discussions

Portfolio Strategy and Management

- Assist in the development and execution of REDF’s portfolio strategy and goals

- Conduct select research projects (as appropriate) in support of overall REDF portfolio development, including feasibility analysis and business planning of social enterprises not in REDF's portfolio
- Conduct research, analysis and/or program design for potential new initiatives in support of social enterprise growth

Farber Fellows & Interns Program

- Participate in Farber Program summer events
- Supervise and/or coach Farber Interns as appropriate, including providing REDF tools/frameworks and guidance

Social Enterprise Field Advancement and Model Development

- Codify portfolio work and lessons-learned into tools or other products that can be used by philanthropy or social enterprise practitioners
- Develop and deliver social enterprise presentations and training materials as appropriate
- Contribute to REDF lessons learned on replicable/sustainable social enterprise model development

Essential Qualifications

- MBA (strong preference; other graduate degrees will be considered)
- Minimum of 2 years business consulting experience, preferably with a top-tier strategy consulting firm
- Strong analytical skills; ability to independently set up and execute appropriate analyses for portfolio projects
- Demonstrated ability to draw conclusions and make concrete, actionable recommendations based on analysis
- Strong PowerPoint skills; ability to create a well-framed PowerPoint document
- Strong Excel skills: demonstrated ability to build rigorous and "user-friendly" financial and operational models
- Strong financial analysis skills; knowledge of accounting and financial reporting best practices
- Experience with businesses in multiple industries
- Experience coaching and mentoring individuals
- Effective written/oral communication; well-developed interpersonal skills, including diplomacy, tact and patience
- Ability to elicit information from, and provide guidance to, people with a wide range of cultural backgrounds, training and experience; experience working with mixed cultures and skill levels
- Enjoy working independently, with some degree of flexibility and ambiguity
- Enjoy working as part of a team, exchanging insights and following up on team members' input
- Ability to drive an automobile independently (must have valid CA driver's license and access to a car)

Desired Qualifications

- Experience working with small businesses
- Experience working with nonprofit agencies and nonprofit-run businesses
- Experience with job training and job creation programs employing disadvantaged people
- Knowledge of relational databases, especially Salesforce.com

Desired Characteristics

High ethical standards, good sense of humor, sound judgment, team player, self-starter, eager for feedback, flexible, commitment to REDF's mission and demonstrated commitment to serve the community

To Apply

Please send a cover letter and as separate attachments to: careers@redf.org and please put "VN 112" in the subject line. Please indicate any location preferences in your cover letter.

For other job opportunities with REDF please visit our [website](#).

REDF is an equal opportunity employer and is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. REDF encourages employment applications from people who are representative of the culturally and ethnically diverse communities REDF serves