

DANA ASIA JOB DESCRIPTION

Position: Social Business Manager

Reports to: Director of Social Business

Position background:

Dana Asia is a philanthropic organisation that has been funding and advising sustainable development initiatives in the Asia and Pacific region since 2011. Dana Asia is a registered not-for-profit in Australia, Singapore, the Philippines, and Cambodia. Dana Asia finds sustainable solutions to overcome poverty by using social business, microfinance, and education as tools to address social problems in impoverished communities through improving access to productive resources and reducing inequalities. Our vision is to blend the attributes of a competitive business mindset with a charitable heart. With this in mind, we can invent a new, more empowering, and sustainable for our friends and partners to invest in.

Position summary:

The Social Business coordinator will be responsible for leading the piloting of Dana Asia's social business models, following the strategy of the Director of Social Business. The role will facilitate the implementation of social business pilots working with community partners to establish pilots, train in essential business skills, and measure business viability and social impact to report key data to the DA team.

Key responsibilities:

1. Lead implementation of social business pilots based on Dana Asia strategic plans and facilitate all stages of the social business development process, incubation, management and sustainability.
2. Design and implement appropriate capacity building, business skills upgrade and mentoring the community partners in various aspects of entrepreneurship, business operation, financial recording, and data driven reporting. Attend training and workshops on social business and entrepreneurship to be continuously adding to DA's knowledge base.
3. Work with DA tech team to design, develop and implement monitoring tools to measure social, economic, and environmental sustainability (ie. business viability and social/environmental impact) of social business models and lead monitoring.
4. Conduct periodic social and business assessment/evaluation based on Dana Asia M&E tools towards drafting proactive recommendations. Write case studies to showcase success stories.
5. Make key formal and informal recommendations for improvements of the models and plan for scaling together with the Director of Social Business.
6. Provide weekly updates on progress towards KPIs at DA meetings and conduct periodic model evaluations and produce impact reports, as required.
7. Other ad hoc duties, as may be required.

Key selection criteria:

- Entrepreneurial mindset and innovative thinker.
- Able to take initiative and be proactive in driving progress.
- Proven experience in creating networks and business opportunities.
- Proven experience in multi-sectoral partnerships, community work, network building, and community-based resource management.
- Proven experience developing data-driven business/project monitoring tools.
- Knowledge of financial reporting and capability to prepare budgets and financial projections.
- Knowledge of Google Workspace and confident in using tech for data-driven management and reporting.
- Knowledge of the social business concept is a plus.
- Knowledge of sustainability concepts is a plus.

Other information:

- This position is on a contractor basis.
- Frequent meetings in different parts of Metro Manila, frequent site visits and occasional out-of-office hours work and travel within the Philippines or beyond.
- Three professional references will be required.
- Pay scale of 35,000 PHP per month, plus 13th-month bonus.
- Applicants must have permission to live and work in the Philippines.

Interested candidates should send a CV and letter of interest to admin@danaasia.org.

Dana Asia is an equal opportunity employer and welcomes applications from individuals of all backgrounds. We are committed to diversity, equity, and inclusion in our recruitment and hiring processes.