



## **JOB POSTING: FUND DEVELOPMENT INTERN (JANUARY-MAY)**

Hot Bread Kitchen is a not-for-profit social enterprise based in New York City that promotes economic independence for foreign-born and low-income women through a professional bakery training program and a start-up business incubation program.

The successful candidate will work closely with the Development manager, and gain valuable experience in database management and navigation, crowd funding research, major donor support as well as develop writing skills while supporting our mission to enable immigrant women and minority entrepreneurs to leverage culinary talent to access professional opportunities in the food industry.

### **RESPONSIBILITIES:**

- Assist with preparation for Salesforce database migration
- Partner with the development manager to execute the 2015 development plan
- Conduct prospecting research for foundations and corporations
- Research and write profiles for major donors and board members
- Manage and support funder cultivation activities and events

### **REQUIRED SKILLS:**

- Passionate about Hot Bread Kitchen's mission
- Ability to demonstrate excellent writing and communication skills
- High attention to detail and ability to multi-task with strong organizational skills
- Intermediate knowledge of all Microsoft Office and Google products
- Flexible attitude and sense of humor

### **TO APPLY:**

- Please email a cover letter and resume to [hr@hotbreadkitchen.org](mailto:hr@hotbreadkitchen.org) with "Development Intern\_Your Name" as the subject. No phone calls please.

12/17/2014