



## **JOB POSTING: DEVELOPMENT MANAGER**

This key staff member will oversee Hot Bread Kitchen's philanthropic development efforts. Responding to the program team and recognizing opportunities to leverage strong brand, the Development Manager will work strategically to ensure that our two core programs, HBK Incubates and Project Launch, thrive. Beyond this, the Development Manager will work closely with the CEO on the wide range of opportunities facing our vibrant social enterprise.

The successful candidate will be an effective problem solver, an innovative thinker, and an experienced manager with strong communication skills. This position requires a solid understanding of grant management, individual donor cultivation, non-profit accounting, and fiscal planning.

Hot Bread Kitchen is an exciting place to work. We have more than doubled our budget over the last 3 years and are now planning national expansion. To do this, we require a Development Manager who has the full suite of qualifications on day one, along with solid experience in successfully managing in a high growth environment. We are looking for someone who is excited about growing with Hot Bread Kitchen.

### **ESSENTIAL FUNCTIONS:**

- Create and execute a comprehensive fundraising plan to increase charitable funding. Plan should include but is not limited to: individual donor cultivation, foundations, crowd funding initiatives, board activation, and special events
- Collaborate with Finance team to ensure that restricted grants are accounted for properly, with special attention to the management of restricted grants
- Creatively write and produce media that describes Hot Bread Kitchen's impact for use in grant proposals and in other campaigns

- Work with Board Members and CEO to identify prospective donors and oversee strategies for involving the Board in donor cultivation and solicitation
- Oversee the development of the grant proposal process and prepare monthly and annual fundraising analysis reports
- Spearhead and administer Crowdrise and end of year campaign
- Effectively employ long-term relationship-building strategies in corporate funder relationships
- Catalog and monitor all donor information to effectively track and acknowledge donations; provide and present statistical analysis to senior management on a regular basis; regularly project expected changes in donor activity
- Collaborate with program staff to identify areas of need and create communications to make those attractive to funders
- Oversee and research funding sources and trends to help position Hot Bread Kitchen ahead of industry standards and shifts
- Oversee and direct all Hot Bread Kitchen fundraising events and donor cultivation events

#### REQUIREMENTS:

- Bachelors degree in a related field of study, like Social Work, Business Administration, Education, Public Administration. Masters degree preferred.
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships.
- Solid functional experience with budgeting; financial, tactical and strategic planning.
- Demonstrated success and comfort with community relations and outreach, government affairs and Board relations.
- Strong background in grant and proposal writing and reporting.
- Ability to manage multiple projects simultaneously while meeting deadlines; must be goal driven.

TO APPLY:

Please email a resume, cover letter, and **salary history and requirements** to Jessamyn Rodriguez at [hr\(at\)hotbreadkitchen.org](mailto:hr@hotbreadkitchen.org). Please include your name and "Development Manager" in the subject line. No phone calls please.