



## **JOB POSTING: SALES DIRECTOR**

Hot Bread Kitchen is a growing social enterprise with a powerful double bottom line. We sell a high-end line of multi-ethnic breads inspired by a global team of bakers. Profits from this line of breads are used to provide industry-specific training that enhances the future for low-income immigrant and minority women and preserves valuable baking traditions. The innovative model and unique product line have been recognized by national media, prestigious foundations, and by top specialty food stores, which carry the product.

We seek a strategic and enthusiastic sales professional with an entrepreneurial spirit, a passion for the baking industry and someone who wants an exciting opportunity to be part of a passionate and growing company. The Sales Director will be responsible for acquiring new wholesale, restaurant and retail store accounts, driving the sales and account management process, and oversee our retail outlets, Greenmarkets and Almacen (our storefront at La Marqueta). This position will have two direct reports and will be reporting to the Senior Director of Operations. The Sale Director is a salary exempt + commission based position that will support Hot Bread Kitchen's Sales Team in attaining our ambitious goals for growth in 2014 and beyond.

### **RESPONSIBILITIES**

- Develop and execute on multi-year sale plan that leverages existing brand in retail markets, wholesale accounts, and web presence
- Compile database of prospective customers for use as sales leads, based on information from newspapers, business directories, industry ads, trade shows, websites, food media and other sources.
- Actively source and secure new restaurant, hotel and grocery wholesale accounts.
- Accurately quote pricing, credit terms, ordering deadlines and delivery options to new customers.
- Travel throughout New York City and the five boroughs to call on regular and prospective customers; maintain correspondence with customers by phone and email. Travel throughout Tri-State area may also be required.
- Organize and ensure delivery of samples, sales kits, and marketing materials for new and prospective accounts.
- Complete all new customer data entry and paperwork that is required for new accounts.
- Follow-up consistently with new customers to ensure satisfaction with service and product.
- Maintain up-to-date records for all open and prospective wholesale accounts including contracts, relevant correspondence, contact information, and order history.
- Maintain accurate records of buying history for all new accounts. Prepare regular sales reports for Senior Staff.
- Manage Market Coordinator and Almacen Supervisor to ensure sales, waste and labor targets are being hit.
- Communicates regularly with Senior Staff to obtain institutional knowledge concerning products, processes and systems.

## **REQUIRED SKILLS**

- Extremely organized and impeccable attention to detail.
- Excellent interpersonal & customer service skills. Ability to read, write and speak in English is required.
- Flexibility and sense of humor; ability to establish order and systems in a rapidly changing environment. Must be a self-starter and effective at time-management
- Excellent knowledge of the New York City food and restaurant industry.
- Proficiency in all Microsoft Office applications including Excel. Experience with Quickbooks or other sales software a plus. Experience with ZBake or other recipe costing/ making software a plus.
- Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds.
- Flexibility in working weekends and holidays.
- Passion for Hot Bread Kitchen's mission and products.
- Ability to travel within the NY Metro and Tri-State Area, valid drivers' license with clean driving record is required.
- 2-5 years outside sales experience within the food industry (strongly desired, bakery/ bread experience preferred).
- Up to date with all food trends, emerging markets and new businesses.

This job description is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties as assigned.

## **SCHEDULE & COMPENSATION**

This is a full-time salary exempt position requiring both weekday and weekend hours. We are offering competitive base salary plus commission on new accounts. Medical and dental benefits and a retirement plan with employer contributions are available to full-time employees after three months.

## **APPLICATION INSTRUCTIONS**

Submit your application to: [hr@hotbreadkitchen.org](mailto:hr@hotbreadkitchen.org). Please include "Sales Director\_your name" in the subject line. Applications must include:

- A cover letter describing your interest and qualifications
- Resume
- Salary history
- Where you learned of the position

Candidates are encouraged to apply as soon as possible; applications will be reviewed as they are received.