



Program Director, HBK Incubates

Date of Posting: November 5th, 2014

Organization Description

Hot Bread Kitchen (HBK) is a social enterprise based that promotes economic independence for foreign-born and low-income women through professional bakery training programs and start-up business incubation programs. HBK Incubates, our culinary incubator and business development program, provides growing food businesses access to commercial kitchen rental, financial advising, and workshops. We currently have 45 businesses that are members of HBK Incubates that range from caterers, to bakers, to shelf-stable products.

Job Description

We are looking for a dynamic social entrepreneur to provide vision and direction to the HBK Incubates program. The Program Director will oversee a staff to deliver services required to support food entrepreneurs in the culinary incubator program for commercial kitchen rental and business development support. The job requires someone ready to wear multiple hats including kitchen management, data analysis and business development. We are looking for someone with a proven track record in program development to grow HBK Incubates towards sustainability by balancing mission and market demand. We are committed to supporting food entrepreneurs with a program that is uniquely positioned to low-income entrepreneurs, and supporting those efforts by providing access to meticulous licensed commercial kitchen space and exemplary business support services to entrepreneurs whom can afford it.

This is an exciting moment to join the HBK Incubates team. We are about to break ground on the build-out of a new facility, which will allow for program independence, growth and refinement. Program Director will report to the CEO and work closely with the Senior Director of Operations and Senior Director of Strategy & Finance.

Specific Duties:

Program Management & Growth

- Sets programmatic and financial benchmarks to ensure that the program is sustainable and profitable, while meeting business incubation goals
- Defines major business objectives including revenue and program goals
- Oversees the administration of the incubator program, including recruitment, marketing, applications, invoicing, and evaluation
- Manages Incubator kitchen to ensure that space is maximized and that businesses have the facilities necessary to grow and operate using Good Manufacturing Practices

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- Collaborates with Senior Director of Strategy on multi-year business planning and pricing strategy to ensure growth and sustainability of the program

Relationship Management & Outreach

- Conducts outreach activities in the local community; maintains contacts and nurtures relationships with partner agencies and outreach partners
- Identifies fundraising prospects and works with Development Manager to craft fundraising campaigns to support program
- Oversees program communication materials, internal forms and various content to facilitate outreach efforts and promote the incubator program

Data Tracking & Financial Reporting

- Meticulously tracks program data to iterate and improve program curriculum and staff resource allocation
- Reviews progress of members through key program metrics to evaluate program effectiveness and implement improved methods; devises and implements evaluation methodologies; analyzes results and takes proper action based on outcome
- Prepares yearly budget recommendations and controls expenditures in accordance with budget allocations

Skills and Experience Required:

- Knowledge of organizational & management practices and budgeting & accounting principles
- Skill and experience in organization and training, communications, program development and execution, coordinating activities, evaluating data and establishing priorities
- MBA, MPA or relevant Bachelors with commensurate work experience in the food industry
- Ability to work independently and coordinate with others
- 5 years of management experience
- Flexibility to work evenings and weekends, when required
- Fluency in Spanish preferred
- Passion for helping entrepreneurs turn their ideas into food businesses

Compensation

This is a full time position with eligibility for benefits including paid vacation and holidays, paid sick leave, health/dental/vision packages, short-term disability and retirement savings. This position is also eligible for an annual performance based bonus. Salary is commensurate with experience.

To Apply:

Please submit the following via email to HR@HotBreadKitchen.org Please include "HBKi Program Director_Your Name" in the subject line with:

- A brief statement of interest
- A resume that includes at least two professional references
- Only applicants meeting the position's requirements will be considered
- Qualified candidates will be contacted for an interview. No phone calls, resumes via postal mail, or walk-ins please.

Hot Bread Kitchen is an equal opportunity employer and is committed to promoting a diverse workplace.