



DEVELOPMENT COORDINATOR

ABOUT HOT BREAD KITCHEN

Hot Bread Kitchen (HBK) is a not-for-profit social enterprise based in NYC that promotes economic independence for foreign-born and low-income women through professional bakery training programs and start-up business incubation programs. Bakers in Training, our on-the-job paid bakery program, also includes English classes and places graduate bakers in commercial bakeries. HBK Incubates, our culinary incubator and business development program, provides comprehensive food business support to male and female entrepreneurs of all backgrounds by offering commercial kitchen rental, financial advising, and workshops.

ABOUT THE ROLE

As Hot Bread Kitchen prepares to scale its bakery operations and both programs, we are looking for a dynamic individual to work closely with the Development Manager in the development and implementation of Hot Bread Kitchen's annual fundraising plan. Our goal is to raise in excess of \$1 million in philanthropic gifts from corporations, foundations, government and individuals.

SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

Written Communications

- Assist in the drafting of LOIs, grant proposals, online applications, etc.
- Gather required attachments and prepare proposals for submission
- Monitor and follow through with reporting requirements on grants received, including drafting grant progress and year-end reports and collect data from program directors
- Assist with the development of fundraising collateral: quarterly fact sheets, SPOs, appeals

Salesforce

- Maintain all donors and prospect records including data entry and updates. Generate reports and lists for mailings, cultivation events, etc.
- Process gifts and draft timely acknowledgement letters
- Track the annual calendar of deadlines for grants progress reports and year-end reports

Prospecting

- Research major donor and grant opportunities
- Prepare detailed backgrounders on prospects, event attendees, etc.

Donor and Board Engagement

- Assist in the planning, execution and post activities of funder cultivation and recognition events
- Field general inquiries and support donor and corporate engagement opportunities such as site visits
- Support the success of Hot Bread Kitchen's board of directors through administrative duties including organizing and managing invitations for board meetings, taking minutes for board committees, and compiling and archiving board materials

SKILLS AND EXPERIENCE

- Minimum of 2 years work experience
- Excellent oral and written communications skills
- Experience writing fundraising documents including LOIs, grant proposals and reports
- Knowledge of donor tracking software; Salesforce preferred
- Strong attention to detail
- Proactive, takes initiative/goal-oriented

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: "Development Coordinator" in the subject line):

- A brief statement of interest
- One fundraising writing sample
- A resume that includes at least two professional references and salary requirements
- 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.