



DEVELOPMENT COORDINATOR

ABOUT HOT BREAD KITCHEN

Hot Bread Kitchen (HBK) is a not-for-profit social enterprise based in NYC with a mission to create economic opportunity through careers in food by training low-income women from around the world, incubating food businesses and creating jobs in urban areas. Our purpose is to have a transformative impact on individuals with significant barriers to achieving economic security for themselves and their families. Our workforce development and incubator programs, Bakers in Training and HBK Incubates, create pathways to high-quality jobs and business ownership in New York City's \$5 billion food manufacturing industry.

ABOUT THE ROLE

As Hot Bread Kitchen prepares to scale its bakery operations and programs, we are looking for a dynamic individual to work closely with the Development Director in the 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:

Fundraising and 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 collection of data from program directors
- Assist with the development of fundraising collateral including fact sheets, and appeals

Database Management

- Maintain all donor 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

Donor Prospecting

- Research and identify major donor and grant opportunities
- Prepare detailed backgrounders on prospects, event attendees, and other key stakeholders

Donor and Board Cultivation and Engagement

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

SKILLS AND EXPERIENCE

- Minimum of 2 years development work experience at a nonprofit organization
- 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 cover letter stating your interest and qualifications for the position
- 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.