



## **Job Description: Executive Director, Hot Bread Kitchen**

**Posted: May 3<sup>rd</sup>, 2017**

### **The Opportunity:**

Hot Bread Kitchen, an innovative non-profit social enterprise, has transformed two nearly vacant city-owned buildings into a thriving corridor of food manufacturing and workforce development, through two core programs, Bakers in Training (workforce development) and HBK Incubates (business development). Both programs are earned revenue driven, serving strong market and mission goals, and are considered best in class for the high impact outcomes that they deliver. With 8 years of operational success under our belt, the board and leadership are focusing on growth and expansion. The main goal for this newly created role is to support more women through Bakers-in Training in New York and amplify economic impact and business growth through HBK Incubates. This person will prepare the organization for national expansion by lowering the cost of program delivery, leveraging human resources and creating a more robust, resilient organization.

The Executive Director will report to the Founder & CEO and work collaboratively with the Board of Directors and oversee staff in delivering on the long-term vision and continuing to develop this world-class social enterprise. Specifically, she or he will ensure that Hot Bread Kitchen's fiscal, operations, fundraising, marketing, human resource, technology, and programmatic strategies are effectively implemented across the organization. Under her/his oversight, Bakers in Training will scale to become a national organization training 1000 women nationally. The expansion, to an initial city outside New York by 2020, will allow for opportunities for an ambitious entrepreneurial Executive Director to bring his/her vision to how we leverage this iconic brand to change the lives of immigrant and low-income women. The Executive Director also collaborate with staff to defining the long-term vision for HBK incubates but will not necessarily focus on the bakery business, marketing and distributing product. The Founder & CEO will continue to collaborate focusing on strategic growth, brand-building opportunities and strategic partnerships. Executive Director will be based in New York City with some travel.

### **The Executive Director will:**

- Collaborate with the Founder & CEO and the board to refine and implement Hot Bread's growth strategy and to ensure ongoing programmatic excellence, and rigorous program evaluation.
- Build partnerships in each market: establishing relationships with the funders-public and private as well as political and community leaders in New York and at each expansion site to increase contributed revenue and initiate public funding.
- Facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization; create and promote a positive work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs.

- Oversee the transformation of our boutique, industry-immersive workforce development program, Bakers-in-Training, into a scalable program that maintains the same graduation outcomes (100% placement) and retention rates (90% one-year retention) goals nationally.
- Develop a multi-year operating plan for HBK Incubates to maximize impact on small businesses in Upper Manhattan and beyond in conjunction with program staff.
- Oversee the financial status and ensure financial health of the organization including developing long and short-range financial plans, monitoring the budget and ensuring sound financial controls are in place; and all forms of risk management/compliance are in place.
- Direct all human resource functions, including but not limited to hiring and termination of staff, analysis and recommendations around compensation packages, performance management and review processes, staff development, and periodic review and refinement of hiring practices and procedures.

### **Qualifications**

- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem solving skills, which support and enable sound decision making
- BA required; MBA/MPA/JD or other advanced degree preferred
- Minimum of 15 years of relevant professional experience with considerable experience managing large teams with a wide range of talent and experience
- Prior nonprofit and/or government experience preferred, as is management of a multisite organization, which may have been gained in a for profit or nonprofit setting
- Prior experience with urban Workforce Development programs desirable
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Personal qualities of integrity, credibility, and a commitment to and passion for Hot Bread Kitchen's mission. Sense of humor is a must!

### **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. Salary is commensurate with experience.

### **For Confidential Consideration:**

Applications must include **a cover letter and resume** and should be sent to: [resumes@machlowitz.com](mailto:resumes@machlowitz.com)

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