



SENIOR DIRECTOR OF EXTERNAL AFFAIRS

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 basic adult education classes and places graduate bakers in commercial bakeries. HBK Incubates, our culinary incubator and business development program, provides comprehensive food business support to entrepreneurs of all backgrounds by offering commercial kitchen rental, financial advising, and workshops.

JOB DESCRIPTION:

Hot Bread Kitchen is seeking an experienced, savvy senior manager to leverage external opportunities to expand programs and business. This person will be responsible for building an external affairs and communications strategy that will further build our brand, inspire loyalty with key stakeholders, establish Hot Bread Kitchen as a thought-leader in social enterprise and leverage our successes. This work will happen with an eye on expansion and growth and require the candidate to consider investor and funder priorities. A strong candidate will be familiar with the food business, the goals of social enterprise, philanthropy and public affairs. This person will oversee our development, marketing and communications staff.

ESSENTIAL DUTIES & FUNCTIONS:

- Cultivate strategic relationships with business leaders, government officials, funders, investors, and other stakeholders to further mission and impact of Hot Bread Kitchen in anticipation of expansion
- Build on development efforts and work closely with the Development Director to ensure diversification and expansion of philanthropic support and engagement of the Development Committee of the Board of Directors
- Serves as a spokesperson for the organization and participate in a variety of public forums
- Spearhead marketing efforts to expand sales of bread and incubator revenue. Provide marketing advice, counsel and support to programmatic departments consistent with goals and priorities.
- Define public policy issues and develop positions and advocacy strategies consistent with Hot Bread Kitchen's mission and values.
- Work with CEO and Senior Director of Strategy to identify board members to participate on a growth/expansion/replication advisory board
- Manage Marketing and Events Manager to create a plan for events, media, conference, and public appearances including key messaging. Ensure that she is meeting full-potential and executing to plan
- Oversee the writing, editing, production, dissemination and maintenance of all outward facing written and electronic communications, including social media, press releases, op-ed pieces, newsletters, annual reports, the website, and promotional materials
- In collaboration with the program and strategy team, provide strategic planning, direction and oversight to development and community relations efforts

- Supervise the development function and team in the implementation of a development plan focused on identifying and securing funding from public and private sources. Oversee the efforts of the Development team to meet annual and capital fundraising goals
- In collaboration with the Development Director, lead/participate on the Development Committee of the Board of Directors
- Develop thought-leadership on business trends in the social enterprise space grow Hot Bread's profile.

ATTRIBUTES:

- Ability to work independently without close oversight, while being a strong team player
- Proven success in developing mutually-beneficial relationships with internal and external partners
- Impeccable integrity, judgment, and discretion along with a professional demeanor and interpersonal style that elicits trust from leadership, funders, staff, and partners. Must be a proficient and diplomatic communicator
- A professional and resourceful style; the ability to manage multiple tasks and projects at the same time, managing a heavy workload
- Strategic thinker and planner; strong project management skills; highly organized and detail-oriented
- Exceptional writing, verbal communication and presentation skill sets
- Strong management skills; experience managing and collaborating with a diverse team of mid to high level managers and the ability to push for maximum results.
- Ability to strike the appropriate balance of managing to strategic objectives while operating as part of a lean operational team
- Strong understanding and experience related to operating social enterprise businesses with multiple revenue streams
- Flexibility and ability to work effectively with diverse people; ability to take on challenges, accept roadblocks and keep moving
- Bachelor's degree required; Master's degree in Business or Public Administration or related field preferred
- Superior written and verbal communication skills

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:

Applications **must include a cover letter, resume, and salary requirements** and should be sent to: HR@HotBreadKitchen.org. Please include "External Affairs_Your Name" in the subject line.

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