



Job Description: FINANCE DIRECTOR

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About Hot Bread Kitchen

Hot Bread Kitchen 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, this dynamic individual will lead our finance team and help strengthen our capacity during this next growth phase. This individual will need strong technical skills, an aptitude for leadership and team work and significant finance experience. S/he should be ready to spearhead a dynamic financing strategy, build financial models to inform strategic decision-making support the development team in its fundraising activities and manage our efforts to identify and secure growth capital. As a key advisor to the CEO and board, the Finance Director exhibits appropriate discretion and sense of urgency.

Specific Duties

Finance Strategy

- Lead the design of Hot Bread Kitchen's growth capital strategy
- Build financial models to support strategic plan for scaling/replication and long-term planning
- Partner with Development Director to ensure that fundraising plan is aligned with capital strategy
- Partner with program teams to ensure informed, data-driven reporting and projections
- Engage in ongoing profitability and cost reduction analyses in all areas of the organization and support directors in meeting cost reduction measures

Finance Management

- Compile, review and present monthly financials and forecast in collaboration with Accounting Manager in a timely and accurate manner
- Prepare quarterly financial package in preparation for Audit and Finance Committee and Board meetings
- Oversee Finance team in preparation and execution of annual financial statement audit work
- Maintain a documented system of accounting policies and procedures

- Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements
- Support the Development team's fundraising efforts with timely financial reporting and analysis
- Maintain relationships with auditor, bankers, lenders, and finance committee chair
- Ensure that all necessary and advisable insurance policies are maintained and cost-effective
- Support Executive Director and HR Manager in crafting benefit and compensation packages for staff

Budgeting

- Manage the preparation of annual budget and departmental allocation models
- Prepare monthly report to management on variances from the established budget
- Liaise with directors to understand and correct budget variance
- Oversee modeling of fundraising prospects and restricted asset release strategy

Skills and Experience

- 8-10 years of finance and accounting experience, including financial modeling and non-profit recordkeeping
- Experience as a member of a successful management team
- Strong technical skills in financial modeling, forecasting, budgeting and financial management
- Demonstrated ability to analyze data to drive creative, effective strategies
- Positive attitude, with the ability to influence others
- Ability to proactively anticipate and solve problems and quickly adapt to new information
- Advanced Excel and Quickbooks experience and knowledge
- Ability to adapt quickly and effectively balance competing demands
- 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. We are willing to consider candidates that require flexible or less than full-time hours.

For Confidential Consideration

Applications must include a cover letter and resume and should be sent to jessamyn@hotbreadkitchen.org

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