



## **DEVELOPMENT MANAGER, INSTITUTIONAL GIVING**

### **About Hot Bread Kitchen**

Hot Bread Kitchen is a non-profit social enterprise that creates economic opportunity through careers in food. We achieve our mission through our two main programs: Bakers in Training, a paid, on-the-job training program in bread-baking for low-income and immigrant women who face significant barriers to employment, and HBK Incubates, a culinary incubator that provides licensed commercial kitchen access and business development support for food entrepreneurs.

We seek a full-time, responsible, and self-starting non-profit development professional motivated to play a key role in our growing fundraising team to support the expansion of our innovative programs. Qualified applicants will have stellar writing and organizational skills, an analytical mind, and the ability to expertly juggle multiple deadlines and priorities. The Development Manager will report to the Development Director and work collaboratively with the program staff and other key stakeholders to support an annual fundraising goal in the \$2.5M range.

### **Responsibilities include:**

- Manage portfolio of institutional donors, and craft compelling grant proposals, letters of inquiry, and grant reports to targeted donors, including corporate and foundation, supporters.
- Consult with Senior Director of External Affairs and Development Director to support development of public funding strategy; write proposals and reports to secure and maintain government grants.
- Develop sponsorship proposals and reports, support sponsorship agreement development, and work with broader External Affairs team to ensure sponsorship benefits are fulfilled.
- Assemble and submit grant requests, including proposals, budgets and attachments.
- Conduct targeted research to identify new institutional prospects, and synthesize opportunities for alignment with goals for organizational and program growth.
- Help guide strategic engagement of institutional donors, including input into conversations around how and when to engage donors and at what level.
- Collect external data (gleaned through research) and internal data (via collaboration with program teams) to meet grant outcomes and demonstrate maximum impact.
- Manage grants calendar and ensure internal/external deadlines are met, and support broader development and program teams in working towards meeting these deadlines.
- Prepare backgrounders and brief our senior team for donor/prospect meetings.
- Collaborate on donor stewardship including developing relationships, drafting thank you and appeal letters, leading donor tours, and supporting cultivation events.
- Process grants and other contributions in our Salesforce database, and manage database input to ensure up to date records, donor history and reports.
- Support other development and organization-wide activities as assigned.

### **Preferred Skills and Experience**

- Passion and a commitment to Hot Bread Kitchen's mission and core programs.
- Career track record with nonprofit organizations, ideally with a minimum of four years grant writing experience.
- Demonstrated success in grant writing with strong storytelling acumen.
- Exceptional organizational, interpersonal and written and verbal communication skills.
- Experience in Salesforce or working with other fundraising databases.
- Self-motivated problem solver with the ability to handle and prioritize multiple projects, meet deadlines, work independently and with staff at all levels, and be a team player.
- Bachelor's Degree in related field is required.

### **To Apply**

Applications must include a cover letter with salary requirements, resume, and two recent grant proposal samples. Please send to: [HR@hotbreadkitchen.org](mailto:HR@hotbreadkitchen.org), and include "Development Manager, Institutional Giving - Your Name" in the subject line. Hot Bread Kitchen is an equal opportunity employer and is committed to promoting a diverse workplace.