



## **Development Director**

### **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 innovative programs. Our workforce development culinary training program prepares women from New York City's underserved communities for successful culinary careers paths that will provide economic security for themselves and their families. Women receive intensive culinary fundamentals training, supportive professional development, three months of paid, on-the-job training and the promise of a job at graduation. Our culinary business incubator is open to all start-up food businesses with a commitment to supporting women, minorities and low-income entrepreneurs. Early stage entrepreneurs receive deep industry-specific attention, access to affordable 24/7 licensed commercial kitchen rental and comprehensive business support services and access to sales opportunities.

### **Position**

Hot Bread Kitchen seeks a dedicated and dynamic Director of Development generalist with a six+ years track record in the development and execution of annual fundraising campaigns, demonstrable support from institutional, government and individuals, and experience with special events. This position will manage an assigned portfolio of the organization's diverse fundraising portfolio building on current funding relationships while prospecting and cultivating new funders.

### **Responsibilities**

#### Resource Development

- Partner with the CEO and Development Team to lead, develop and implement a development strategy and plan that includes establishing short/long range fundraising goals, strategies and timelines.
- Increase the breadth and depth of both Private and Public funding including foundation, corporate, government and individual support through strategic outreach, cultivation and stewardship.
- Establish solicitation priorities, manage prospect lists and research, develop and execute cultivation and solicitation activities for current donors and prospects.
- Assume primary responsibility for oversight of Institutional Funding portfolio including building relationships and execution of grant proposals, reports and renewals.
- Support Special Events fundraising efforts to secure Sponsorships and Leadership and ticket sales for the April 2019 10<sup>th</sup> Anniversary Dinner.
- Collaborate with marketing/communications team on messaging across key stakeholder audiences.

#### Development Operations:

- Work closely with the CFO to understand and support the organization's financial strategy, annual operating needs and cash flow.
- Prepare annual development budgets and income projections and track progress toward goals.
- Support the supervision of a Development Associate.

#### **Qualifications**

- Passion and a commitment to Hot Bread Kitchen's mission and core programs.
- Expertise in prospecting and building pipelines of foundations and corporations.
- A proven track record in securing, obtaining and renewal of foundation, corporate and government grants.
- Excellent writer, with experience in grant writing and appeal letters; compelling frontline fundraiser and storyteller who inspires people to support the mission.
- Proven relationship building skills, and the ability to renew and grow support from a broad range of constituencies.
- Solid understanding of brand management and the creation and maintenance of a consistent organizational voice.
- Confident, highly-motivated and entrepreneurial.
- 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.
- Demonstrated expertise in fundraising data management platform, preferable Salesforce.

#### **To Apply**

Applications must include a cover letter with salary requirements, resume, and one writing example. Please send to: [HR@hotbreadkitchen.org](mailto:HR@hotbreadkitchen.org), and include "Development Director - Your Name" in the subject line.

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