



## Development Associate

### 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 culinary training program 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 to work closely with the Development Director in the implementation of Hot Bread Kitchen's annual \$3.5M fundraising efforts to support the expansion of our innovative programs. Qualified applicants will have strong project management skills, the ability to expertly juggle multiple deadlines and priorities, excellent writing skills and experience working with Salesforce.

### **Specific Duties include, but are not limited to:**

#### *Fundraising and Communications*

- Manage grants calendar and ensure internal/external deadlines are met, and support broader development and program teams in working towards meeting these deadlines
- Assist in the drafting of LOIs, grant proposals, online applications, etc.
- Gather required attachments and prepare proposals for submission
- Assist with the development of fundraising collateral including fact sheets, and appeals
- Research and identify major donor, grant and corporate sponsorships opportunities
- Prepare detailed backgrounders on prospects, event attendees, and other key stakeholders

#### *Database Management*

- Manage and maintain all donor and prospect records including data entry and updates. Generate reports, campaigns and lists for mailings, cultivation events, etc.
- Process all donations (checks, online, recurring, wire, stocks and case) and manage donor acknowledgement letters in a timely manner)
- Develop expert level knowledge of Salesforce available features, functionality and reports available through donor database to identify new ways to increase efficiency and effectiveness

#### *Cultivation & Fundraising Events/Sponsorship Management*

- Assist in planning, coordination and execution of 10<sup>th</sup> Anniversary Celebration event including creation of guest lists, manage RSVPs and prepare detailed backgrounders on attendees and other stakeholders
- Track all sponsorship deliverables; collaborate with Communications and Marketing Manager
- Coordinate and manage corporate volunteer events with Sr. Operations Director
- Provide additional project management/administrative support as needed.



### Preferred Skills and Experience

- Passion and a commitment to Hot Bread Kitchen's mission and core programs
- Interest in learning and growing within nonprofit fundraising
- 1 to 2 years of Project Management/Administrative experience
- Exceptional organizational, interpersonal, written and verbal communications
- Experience in Salesforce or working with other database tracking platforms
- Strong attention to detail
- 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 is required.

### 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 with salary requirements, resume,** and one writing example. Please send to: [HR@hotbreadkitchen.org](mailto:HR@hotbreadkitchen.org), and include "Development Associate - Your Name" in the subject line.

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