



Events and Campaigns 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 innovative programs. Our best-in-class Workforce Training program advances economic security and mobility for underserved women by providing intensive culinary fundamentals training, supportive professional development, financial coaching, three months of paid, on-the-job training with our employment partners, and continued case-management to support job retention. The goal of our Small Business Incubator is to make business ownership more accessible and profitable for all New Yorkers with a focus on serving traditionally under-resourced women, minority, and immigrant food entrepreneurs.

JOB OVERVIEW

The Events and Campaigns Associate is part of a creative and high-performing seven-person Brand team that is responsible for raising \$4 million+ in annual philanthropic support from a variety of funding sources. Brand comprises of development, marketing & communications and bread sales. This position reports to and works in partnership with the Director of Philanthropy.

The Events & Campaigns Associate will support organization-wide external and internal events through logistics management and marketing support; and partner with the workforce and small business incubator teams to develop programming. Our events include: benefit events, donor cultivation events, and program events. In addition to events, the Associate will project manage our seasonal campaigns. The successful candidate will be team-driven, flexible and creative, highly organized, and have a strong interest in being part of a movement to support women, small food businesses and an equitable food system.

Specific Duties include:

Hot Bread Kitchen Events

- **Produce Events & Project Manage:** Project manage production timeline, budget, onsite support to post-event wrapup and analytics.
- **Marketing:** Support development, copy, and design of materials like presentations and print collateral, in partnership with the Brand Director and Director of Philanthropy.
- **Understand & Report:** Create and execute Salesforce queries to compile invitation and acknowledgement lists; process donations and acknowledgements via Salesforce.

Annual Campaigns

- **Project Manage:** Annual campaigns like Women's History Month, Small Business Month and Year End campaigns are a staple of our fundraising and storytelling strategy. You'll project manage timelines for seasonal direct and digital campaigns to ensure success.
- **Strategize:** Partner with Brand team members to devise new and creative strategies to reach new donor audiences.
- **Create Content:** Work with Brand Director to keep campaigns on track and assist with gathering storytelling assets
- **Liase with Vendors:** Oversee lettershop execution for year-end appeal.

Ideal Qualifications:

- Passion for Hot Bread Kitchen's mission
- Enjoys being a part of an entrepreneurial team, with a keen sense of being a good team player
- 2+years of project management of benefit events and strong attention to detail
- Understanding of brand and how to craft unique event experiences
- Excellent organizational, written and verbal communications
- Self-motivated problem solver with the ability to manage multiple projects, meet deadlines
- Experience working with Salesforce and other tools such as Asana a plus; proficiency in Google suite
- Flexibility to work occasional evening and weekend hours to support event execution
- Additional experience in copywriting, marketing, or basic graphic design a plus
- Bachelor's Degree is required

Compensation:

This is a full-time position with benefits that include paid vacation and holidays, paid sick leave, health/dental/vision packages, short-term disability, and retirement savings. Salary is commensurate with experience.

Location:

This position will be based in Hot Bread Kitchen's new kitchens and office in Brooklyn (Flushing G and J/M).

TO APPLY: Applications *must* include a cover letter, resume, salary requirements and should be sent to hr@hotbreadkitchen.org. Please include "Events and Campaigns Associate - Your Name" in the subject line.