



Job Posting (External) Development Officer of Institutional Partnerships

ABOUT HOT BREAD KITCHEN

Hot Bread Kitchen creates economic mobility for individuals disproportionately impacted by gender, racial, social, and/or economic inequality, and advances a vision of a food industry that is equitable, inclusive and reflective of New York City through our support for women and MWBE business owners. Our work builds on a 10-year history of providing social services, skills coaching, job placement and entrepreneurship programming as well as our vast connections and employer relationships that put workers and small businesses on a path to economic security and mobility.

POSITION OVERVIEW

The Development Officer of Institutional Partnerships is part of a creative and high-performing seven-person Brand team that is responsible for raising \$3.5 million+ in annual philanthropic support from a variety of funding sources. The Brand team comprises of development, marketing & communications. The candidate will report to and work closely with the Head of Brand and Development to build a strategic plan for increasing the breadth and depth of the organization's institutional portfolio.

The candidate will be an experienced development professional with expertise in prospecting, solicitation, and stewardship of corporate, foundation and government support, with proven experience as a strategic relationship manager. A successful candidate will thrive in Hot Bread Kitchen's fast-paced, entrepreneurial culture, helping to secure long term investments in the organization's mission.

RESPONSIBILITIES

- **Strategic Relationship Manager:** You will assume primary accountability of advancing the \$1.8M+ institutional funding portfolio which includes corporate, foundation and government funders. You enjoy building and stewarding funder relationships that create long term investment of Hot Bread Kitchen's mission and success. You believe in creating innovative and personalized cultivation and stewardship approaches. You are an experienced solicitation manager and able to connect the dots strategically on who and how to best execute "the ask" across the organization's stakeholders.
- **Dedicated to Prospecting:** You are consistently seeking new leads by establishing a prospecting plan, collaborating with colleagues across the organization, the Board of Directors, the Young Professional's Committee and other stakeholders to build a culture of philanthropy.
- **Strong Writer and Communicator:** You are able to take nascent ideas and translate them into compelling narratives. You will collaborate with the impact, program and finance teams to develop funder proposals, reports and budgets that convey Hot Bread Kitchen's mission impact while connecting it to funder's philanthropic goals. Proposals will include philanthropic grants and event sponsorships.
- **Project Manager:** As part of your stewardship responsibilities, you will lead funder site visits and the corporate engagement program which includes mission-driven baking classes, small business pitch sessions and mock interviews (Note all events are currently virtual).



- **Data and Market Knowledge:** You will build and/or maintain current market knowledge on funding landscape and stakeholders for workforce and small business/entrepreneurship opportunities. You will ensure all fundraising data is consistently tracked and managed via Salesforce; and analyze this data to inform strategy.

IDEAL QUALIFICATIONS:

- Passion for Hot Bread Kitchen's mission and a strong interest in being part of a movement to support women and families, small food business owners, and an equitable food system.
- Enjoys being a part of a highly collaborative, entrepreneurial team, with a keen sense of being a good team player.
- Minimum of 5 years of progressive fundraising experience with expertise in institutional development.
- Demonstrated success in portfolio management - ability to effectively grow, evaluate, prioritize, and advance donors at all stages of a relationship.
- Excellent storytelling, writing, and editing skills; not only able to translate complex concepts into strategic and compelling proposal narratives, but able to craft stories to inspire funders.
- Experience in developing marketing-driven sponsorship proposals for events.
- Ability to work successfully in a remote work environment and enjoys collaborating in a team environment.
- Data-driven - ability to make decisions that are supported by both experience and data analysis. As a plus, you are able to strategize and help shape data management operations.
- Excellent organizational, written and verbal communications.
- Self-motivated problem solver with the ability to manage multiple projects, meet rolling and evolving deadlines.
- Experience working with CRM and project management tools (we use Salesforce, Slack, Asana and Google Suite.)
- Bachelor's Degree (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, retirement savings and telecommuting flexibility. Salary is commensurate with experience.

Location:

This position will begin fully remote, with the view of returning to onsite work at our offices in Brooklyn (Flushing G and J/M) once it is safe to do so per city, state, and organizational guidelines.

TO APPLY: Applications must include a cover letter, resume, salary requirements and should be sent to hr@hotbreadkitchen.org. Please include "Development Officer of Institutional Partnerships - Your Name" in the subject line.