



FOOD ENTREPRENEUR IN RESIDENCE (SMALL BUSINESS PROGRAM)

ABOUT HOT BREAD KITCHEN

Hot Bread Kitchen's mission is to create economic mobility for individuals impacted by gender, racial, social, and/or economic inequality in New York City, historically using the vibrant potential of the food industry as a pathway forward. With over a decade of successful programming under our belt, Hot Bread Kitchen has set a three-year strategic vision to scale our organization once again, this time as New York City navigates through the uncertainties of the pandemic and plans for economic recovery.

THE OPPORTUNITY

The Food Entrepreneur in Residence will support the implementation of Hot Bread Kitchen's three-year strategic plan by leading the organization's small business programs for current and aspiring food entrepreneurs, the majority of whom are immigrant women. You demonstrate a deep appreciation for the role that small food businesses play in the NYC economy, and you understand the challenges of small business operations; and in particular an understanding of the unique challenges faced by small businesses operated by women of color. You have experience working with food businesses at every stage and are excited to bring your knowledge and ideas to help Hot Bread Kitchen Members scale their small business into a viable source of income. And, you will apply your detailed, process-oriented approach and strategic mindset towards shaping and implementing an impactful program for Hot Bread Kitchen's entrepreneurial Members. This position reports directly to the Program Director of Economic Opportunity Programs.



GENERAL RESPONSIBILITIES

The Food Entrepreneur in Residence is responsible for building and overseeing an impactful Small Business Program with the following responsibilities:

- Develop a small business program strategy that will power and cultivate a community of food entrepreneurs, which should include, but is not limited to:
 - Identify, develop and manage partnerships with a set of organizations that together provide small business programming and an entrepreneurial support network for Hot Bread Kitchen Members;
 - Provide Members with in-house expertise and counsel as they grow and mature their business and product; and
 - Ensure entrepreneurs have access to a network of small food business coaches and/or mentors.
- Establish and oversee a Food Entrepreneur Advisory Board to inform Hot Bread Kitchen program strategy and priorities
- Create a streamlined process for connecting market-ready small food businesses with the Hot Bread Kitchen Brand Team and, as needed, oversee the design and execution of programs that facilitate access to markets, including exposure to potential buyers
- Collaborate with the Community and Membership Engagement team to recruit qualified participants to enroll in Hot Bread Kitchen's Small Business program offerings, ensuring a steady pipeline of small business owners/entrepreneurs
- Develop and track outcome metrics, partnering with the Data and Impact team to track all data and collect Member success stories
- Work in partnership with the Brand team, specifically Development (fundraising) staff, to develop proposals, reporting and meeting pitches

QUALIFICATIONS

- Commitment to the Hot Bread Kitchen mission
- 3-5 years of direct experience working with small food businesses and/or MBA, MPA or other relevant degree.
- Demonstrated understanding of the importance of food branding, market placement and building a sustainable business model
- Proactive, resourceful and innovative with an entrepreneurial spirit
- Demonstrated ability to identify and manage partnerships
- Detail oriented with an eye towards big-picture thinking
- Comfortable working in fast-paced environment with ambitious deadlines
- Strong communicator; adept at working cross-functionally within and across teams
- Uses data to make strategic programmatic decisions
- Team player with the ability to receive feedback

**To Apply**

Applications must include a cover letter & resume and should be sent to: hr@hotbreadkitchen.org. Please include "Food Entrepreneur in Residence - Your Name" in the subject line.

Compensation and Benefits:

This is a full-time position. The salary begins at \$70,000 and is commensurate with experience.

Hot Bread Kitchen's comprehensive benefits package includes health/vision/dental insurance (available from day one!), 401K contributions, flexible vacation time, family leave, and sabbatical program. Our organizational culture is entrepreneurial, flexible, and civically-minded (learn more about our culture on hotbreadkitchen.org/careers!)

Location

This position is a hybrid of remote work and the ability to be onsite as needed. Our offices are open in line with city, state, and organizational guidelines.

Hot Bread Kitchen is an Equal Opportunity Employer and does not discriminate against applicants based on race, religion, color, disability, medical condition, legally protected genetic information, national origin, gender, sexual orientation, marital status, gender identity or expression, sex (including pregnancy, childbirth or related medical conditions), age, veteran status or other legally protected characteristics. Any applicant with a mental or physical disability who requires an accommodation during the application process should contact hr@hotbreadkitchen.org to request such an accommodation