



Vice President of Development

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. We seek to expand skills, connections, and life-changing opportunities for talented women and small businesses. We were founded in 2008, and in the time since, have grown into a hub of economic opportunity in New York City, generating over \$100 million in regional economic impact and sustaining highly-regarded workforce development and small business programs.

THE OPPORTUNITY

You will lead Hot Bread Kitchen's 7-person, results-driven Brand team, comprised of the Development and Marketing & Communications verticals, responsible for the organization's philanthropic revenue, storytelling, and brand experience.

The VP of Development will have an important role at a critical time in the organization's history. Hot Bread Kitchen has recently established our 3-year strategic vision and in the process of designing the operational plan. Designed in context of New York City's economic recovery, we will once again significantly scale the number of women we partner with and vastly expand our bridge training services to include more women in their journey towards economic mobility.

Reporting to the Interim Chief Operations Officer, the VP of Development will ensure that Hot Bread Kitchen's beloved brand is clearly aligned with and working to support the organization's \$4 Million annual revenue goal, with increasing revenue objectives over the next three years as part of the organization's growth campaign. The successful candidate will have a proven track record in raising philanthropic funds across all sources including Institutional Giving, Individual Major and Principal Gifts, Events & Campaigns. They will have experience developing and implementing comprehensive fundraising and brand strategies, a passion for managing teams, and a commitment to systematizing and leveraging data to support fundraising and external relationships.



KEY RESPONSIBILITIES

Development and Revenue Growth

- Responsible for strategy development, implementation and measuring success of the annual revenue growth and diversification through corporate and philanthropic channels
- Manages the Fund Development Committee of the Board of Directors to ensure stakeholders are engaged in our fundraising tactics and committed to supporting our revenue goals
- Develops and manages the principle gift portfolio with board partnership to create a new portfolio of funders that allow for the organization's long term sustainability
- Manages portfolio of top donors and partners of the organization with the goal of building multi-year, comprehensive partnerships that include financial, programmatic and technical support
- Supports the development team members in managing their portfolios and securing new funders
- Collaborates cross functionally with the program and executive teams to support the cultivation, solicitation and stewardship of key funders
- Collaborates with the Chief Financial Officer to align fundraising and finance strategy to promote financial sustainability

Brand

- Elevate the Hot Bread Kitchen brand as a thought leader amongst the philanthropic, workforce, entrepreneur and food communities, as well as drive brand awareness through Storytelling, Marketing and Comms activities
- Develops brand strategy for engaging, high-impact awareness and thought leadership campaigns to acquire new and engage existing supporters and partners.
- Leads team that executes Marketing & Communications tactics that include, brand partnerships, social media, events, PR, and media.

Team Lead

- Leads and mentors a high performing team, and fosters a culture that attracts, retains and motivates top talent
- Supports culture of data - overseeing process for data gathering, reporting and analysis to inform strategy and tools for KPIs
- Establishes annual team goals and KPIs
- Ensures effective internal communications and collaboration across teams to further goals of the brand team and the organization
- Commits to and actively supports a culture of Equity and Inclusion



DESIRED ATTRIBUTES:

- Driven by and have a belief in Hot Bread Kitchen's values and mission
- 10-15 years of progressive experience in nonprofit fundraising and marketing
- Master's degree or equivalent combination of education and experience
- Strategic thinker with strong leadership skills and ability to design and execute on complex projects involving multiple stakeholders
- Successful history the design and execution of development, marketing, communications and public relations activities
- Proven track record securing principle gifts a plus
- Strong people management skills with proven ability to both lead and inspire teams to meet ambitious goals
- Excellent written and verbal communications skills, ability to confidently pitch and present to senior level corporate and foundation staff
- Experience working closely with a Board of Directors and/or Senior Leadership
- Proven track record of achieving revenue goals
- Strong sense of brand and understanding of how to leverage Hot Bread Kitchen's unique brand to achieve fundraising and program goals
- Ability to successfully set priorities, have keen analytical, organizational and problem solving skills which support and enable sound decision making
- Energetic and self-directed, with effective time management, organizational skills and ability to simultaneously manage several priorities and team members

Compensation

Commensurate with experience

Location

This position will begin fully remote with the ability to be in the community and onsite in NYC as needed. Our offices are open in line with city, state, and organizational guidelines.

Benefits

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!)

To apply, please include

- Cover letter
- Experience-aligned resume
- Salary requirements

Please send applications to hr@hotbreadkitchen.org, include in the subject line, "Your Name - VP of Brand & Development." Please note due to the volume of applications, only complete applications will be considered.



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.