



## Senior Director 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 entrepreneurs. 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 4-person, results-driven fundraising team with a diverse portfolio of individual donors, major/principal donors, institutional and government constituents, as well as events and campaigns. The Senior Director of Development will have an important role at a critical time in the organization's history. The organization's Board of Directors has recently approved its 3-year strategic 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 and deepen our workforce development and small business programming to include more women in their journey towards economic mobility.

Reporting to the Interim Chief Operations Officer, the Senior Director of Development will ensure that Hot Bread Kitchen achieves its \$4 Million annual revenue goal in 2022, with increasing revenue objectives over the next three years as part of the organization's growth campaign. The successful candidate will have experience and a deep understanding of how to successfully raise philanthropic funds across all sources; and will manage their own portfolio of major gift donors. The candidate will have a proven track record of developing and implementing comprehensive fundraising 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

- Deepen and build the organization's Major Gift and Principle Gifts portfolios, responsible for raising \$1.8MM of this revenue line in 2022.
- Collaborate with our Board of Directors to identify major donor prospects among their personal and professional networks.
- Manage 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.
- Support development team members in the stewardship of their portfolios, prospecting, and securing new funders .



- Partner with the Director of Brand to ensure fundraising and brand strategies align for engaging, high-impact awareness, thought leadership campaigns, and appeals to acquire new and engage existing supporters and partners.
- Collaborate cross functionally with the program and executive teams to support the cultivation, solicitation and stewardship of key funders.

### **Team Lead**

- Lead and mentors a high performing team, and fosters a collaborative, inclusive, and entrepreneurial culture that attracts, retains and motivates top talent.
- Manage the Development Officer of Institutional Partnerships to help them successfully raise the portfolio's annual revenue targets.
- Manage the Development Coordinator, responsible for managing annual giving donors, building major donor pipelines and revenue data analytics.
- Support culture of data - overseeing process for data gathering, reporting and analysis to inform strategy and tools for KPIs.
- Establish annual team goals and KPIs.
- Ensure effective internal communications and collaboration across teams to further goals of the brand team and the organization.
- Commit to and actively support 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
- 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
- Proven track record of achieving revenue goals
- Proven track record securing principle gifts a plus
- Experience working closely with a Board of Directors and Executive Leadership
- 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
- 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
- Ability and experience with CRM analytic tools. Experience with Salesforce a plus
- Thrives in a fast paced and energetic team atmosphere. Successful team members are self-directed, with effective time management, organizational skills and ability to simultaneously manage several priorities and team members



## **Compensation**

Hot Bread Kitchen consistently reviews market standard salaries across the industry and offers competitive salaries commensurate with experience and responsibilities.

## **Location**

This position will begin fully remote with the ability to be in the community and onsite in NYC as needed. Our offices are currently 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](https://hotbreadkitchen.org/careers))

## **To apply, please include**

- Cover letter
- Experience-aligned resume
- Salary requirements

Please send applications to [hr@hotbreadkitchen.org](mailto:hr@hotbreadkitchen.org), include in the subject line, "Your Name - Senior Director of 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](mailto:hr@hotbreadkitchen.org) to request such an accommodation.*