



Institutional Partnerships Officer

About Hot Bread Kitchen

Hot Bread Kitchen creates economic opportunities for immigrant women and women of color through job skills training, food entrepreneurship programs, and an ecosystem of support in New York City. 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 to support New York City's economic recovery.

The Opportunity

The Institutional Partnerships Officer is part of a results-driven and high-performing development team responsible for raising \$4 million+ in annual philanthropic support. The role will report to and work closely with the Director of 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. The successful candidate will thrive in Hot Bread Kitchen's fast-paced, entrepreneurial and collaborative culture, helping to secure long term investments in the organization's mission.

General Responsibilities

- **People Manager:** You will manage the Development and Marketing Associate to deliver critical operational support for the development and brand teams. As a Hot Bread Kitchen leader, you will be responsible for professional development and mentoring, provide and receive feedback, and support a culture of collaboration and continuous learning.
- **Strategic Relationship Manager:** You will assume primary accountability of advancing the institutional funding portfolio (approx. \$2 million) which includes corporate, foundation and government funders. You enjoy building and stewarding funder relationships that create long term investment in 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.
- **Connecting to Impact:** 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, mock interviews and more.
- **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.

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

IDEAL QUALIFICATIONS:

- Driven by and have a belief in Hot Bread Kitchen's values and mission.
- 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: you must have successfully solicited and stewarded a portfolio of corporate, foundation and/or government funders.
- 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 hybrid work environment and enjoys collaborating in a team environment.
- Data-driven - ability to make decisions that are supported by both experience and data analysis.
- 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 Workplace).
- Bachelor's Degree (required)
- Have a sense of humor and want to have fun at work - we're here all day after all!

Compensation + Benefits

This is a full-time position with a salary range between \$75,00-85,000. Hot Bread Kitchen's comprehensive benefits package includes health/vision/dental insurance (available from day one), 401K contributions, flexible vacation time, paid parental leave, and a sabbatical program. Our organizational culture is entrepreneurial, flexible, and civically-minded (learn more about our culture on hotbreadkitchen.org/careers)

Location

We offer a flexible and hybrid working environment. This position requires regular in-person attendance to support funder site visits at our facility in Chelsea Market. We follow New York City and State guidelines on COVID-19 vaccination and masking.

To Apply

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

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.