



Manager, Employer Partnerships

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.

JOB OVERVIEW

Hot Bread Kitchen seeks a results-oriented and partnership-driven Manager of Employer Partners and job development that will help the women we serve become breadwinners, get good jobs with some of the city's best food employers, and advance in their careers.

The Manager will have an important role at a critical time in the organization's history. Hot Bread Kitchen recently released our 3-year strategic vision; designed in the context of New York City's economic recovery, we will significantly scale the number of women we prepare for their journey towards economic mobility and ultimately place in jobs using the food industry as a platform. The Manager is responsible for building, maintaining and scaling relationships with employer partners in the food sector in New York City with the goal of sourcing a strong and diverse pipeline of good job opportunities for culinary training program graduates. This position coordinates all job placement activities, working directly with all participants in Career Programs and the Programs team to match candidates against job opportunities to ensure timely and quality job placements. The ideal candidate for this opportunity is a detail-oriented project manager and successful relationship-builder with the ability to conduct high-level strategic thinking.

This position is also responsible for leading and developing professional readiness programming to position candidates for success in the workplace.

General Responsibilities:

- **Partnership Management**
 - Cultivate and grow partnerships with existing and new mission-aligned employer partners in the field of Hospitality with a focus on the city's best high-road employers
 - Source a steady, robust pipeline of quality jobs that align with members' commute, hours, schedule, needs, and experience level, as well as skills and passions
- **Job Placement + Professional Readiness Services**
 - Design efficient systems for facilitating job placements at scale, including: cultivate and manage job orders, tailor candidate recommendations to employers based on candidate and employer

needs, track outcomes, and collect and communicate employer feedback to Program Team leadership

- Develop and execute programs to facilitate job placement, including mock interviews and job fairs
- Coordinate job placement activities, including resume creation, interview scheduling, and follow-ups with candidates and employers
- One-on-one consultations with members regarding work needs, availability, interviews, and job outcomes
- Job readiness, including helping members prepare for and succeed in job interviews and, once hired, ensuring they have the proper paperwork for onboarding for their new positions
- Develop, update, and lead regular professional readiness programming and webinars to ensure long-term members are equipped to search, interview for, and secure their next job
- Support Facility Management Workforce Program job placement activities as needed

- **Data Management + Outcomes**

- Determine and track key success metrics for the organization's Job Placement work
- Collect, and enter into Salesforce, real-time data from members, such as tracking their first year of employment including job quality metrics
- Develop a playbook for our Job Placement work that will position the Job Placement team for growth and long-term success

Qualifications:

- Driven by and have a belief in Hot Bread Kitchen's values and mission
- 2-3 years of experience in relationship building, account management, partnership cultivation or sales
- Familiarity with food industry landscape and hiring opportunities/practices preferred
- Systems and process-oriented: can manage a large volume of inquiries and develop clear systems for tracking relationships and job opportunities
- Excellent written and verbal communications skills; strong case-making abilities and comfort pitching and presenting to senior level corporate staff
- A working understanding of the immigrant population and their barriers to entry into the workforce
- Proactive, resourceful and innovative with an entrepreneurial spirit
- Thrives in a fast-paced and energetic team atmosphere with ambitious deadlines; successful team members are self-directed, with effective time management, organizational skills and ability to simultaneously manage several priorities
- Big-picture thinker with a strategic mindset, identifies opportunities to create efficiencies and make improvements
- Data-driven; uses hard data to make strategic programmatic decisions
- General computer proficiency in Microsoft Office, Google platforms, and productivity software; experience with Salesforce experience a plus

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, 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 at our facility in Chelsea Market, in particular during each Culinary Program, to support job placement activities and employer engagement. 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 "Manager of Employer Partners - 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.