



## **HBK Incubates Program Director**

**Team:** Programs

**Reports to:** Chief Program Officer

**Date of Approval:** September 2022

### **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 women and small businesses. In the wake of COVID-19, it is a critical moment for Hot Bread Kitchen to significantly scale our impact for women of color and immigrant women in New York City who need support. Our three year growth plan through 2024 convenes our advisory, community, business, and government partners to ensure the food industry emerges from COVID-19 as an equitable platform for women of color and immigrant women to achieve financial stability and generate longer-term wealth.

### **THE OPPORTUNITY**

The HBK Incubates Director 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 women of color. 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 and passion for developing, implementing, and monitoring mission-driven programs, applying a detailed, process-oriented approach with an eye towards strategic impact for Hot Bread Kitchen's entrepreneurial Members. This position reports directly to the Chief Program Officer.

### **GENERAL RESPONSIBILITIES**

The Program Director is responsible for developing, implementing, and managing an impactful food entrepreneurship program with the following responsibilities:

#### **Program Management**

- Develop and implement the program strategy that will power and cultivate a community of food entrepreneurs, which should include, but is not limited to:
  - Curate and/or create tools and workshops that will enable aspiring entrepreneurs to launch their small food businesses;

- Identify, develop, and manage effective partnerships with organizations that will help provide programming and form an entrepreneurial support network for Hot Bread Kitchen Members;
- Manage access to commercial kitchen space;
- 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; and
- Ensure entrepreneurs have access to a network of small food business coaches and/or mentors.
- Collaborate with the Community and Membership Engagement team to recruit qualified participants to enroll in Hot Bread Kitchen's Food Entrepreneurship program offerings, ensuring a steady pipeline of small business owners/entrepreneurs
- Track and input outcome metrics, partnering with the Data and Impact team to track all data and collect Member success stories

### **Program Strategy**

- Assist with managing the HBK Incubates Advisory Committee that will serve as a sounding board for Hot Bread Kitchen small business programming.
- Assist the fundraising team with grant proposals and reports, as needed.
- Assist the Brand team with raising brand awareness around Hot Bread Kitchen's food entrepreneurship programming.

### **QUALIFICATIONS**

- Has a deep passion for Hot Bread Kitchen's mission and vision to advance economic mobility for women utilizing New York City's vibrant food industry.
- 3 -5 years of program management experience.
- Excellent written and verbal communications skills.
- Strategic thinker that is both detail- and process-oriented.
- Experience working with small food businesses strongly preferred, including a 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 effective partnerships.
- Comfortable working in a fast-paced environment with ambitious deadlines.
- Uses data to make strategic programmatic decisions.
- Team player with the ability to receive feedback.
- A working understanding of the barriers facing immigrants and woman of color in starting a business.
- General computer proficiency in Microsoft Office and Google platforms required; experience with Salesforce experience a plus.

**Location**

This is a hybrid position, and will require working in our office in Chelsea Market several days each week. This position may require some flexibility with some evening hours on occasion. Our facility, located in Manhattan (Chelsea A/C/E/L), is open in line with city, state, and organizational guidelines.

**Compensation**

This is a full time position with eligibility for benefits including paid vacation and holidays, paid sick leave, health/dental/vision packages, short-term disability and retirement savings. Salary range begins at \$75,000. To learn more about Hot Bread Kitchen's culture and benefits, please visit: [hotbreadkitchen.org/careers](http://hotbreadkitchen.org/careers).

**To Apply:**

Applications must include a cover letter & resume and should be sent to:

[hr@hotbreadkitchen.org](mailto:hr@hotbreadkitchen.org). Please include "Small Business Program Director - 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](mailto:hr@hotbreadkitchen.org) to request such an accommodation.*