



Development Associate

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.

About the Opportunity

Hot Bread Kitchen seeks a full-time, mission-driven, and self-starting Development Associate to support the Development team in the implementation of Hot Bread Kitchen's new 3-year strategic plan. With 12 years of operational success under our belt, the board and leadership are focused on defining our next stage of growth in the context of New York City's economic recovery and our ability to seed and scale high impact programs and support breadwinners. You will be part of the results-driven Development team, composed of a Chief Development Officer, Director of Development, Institutional Partnerships Officer, and Development Manager, responsible for Hot Bread Kitchen's \$4+ million philanthropic revenue. Qualified applicants will be excellent communicators, have strong project management skills, and passion for working for a fast-paced, impact-driven nonprofit. The role will report to the Director of Development.

Specific Duties include, but are not limited to:

Fundraising

- Manage grants calendar and ensure internal/external deadlines are met, and support broader development and program teams in working towards meeting these deadlines
- Assist in the drafting and template creation of LOIs, grant proposals, online applications, etc.
- Gather required attachments and prepare proposals for submission, work cross functionally to deliver attachments
- Assist with the development of fundraising collateral including one pagers, fact sheets, and appeals
- Research and identify major donor, grant and corporate sponsorships opportunities
- Prepare detailed backgrounders and meeting briefs on prospects, event attendees, and other key stakeholders

- Support development, copy, and design of materials like presentations, print collateral, and talking points for internal and external events

Database Management - Salesforce, Mailchimp

- Manage and maintain all donor and prospect records including data entry and updates. Generate reports, campaigns and lists for mailings, cultivation events, etc.
- Process all donations (checks, online, recurring, wire, stocks and case) and manage donor acknowledgment letters in a timely manner)
- Develop expert level knowledge of Salesforce available features, functionality and reports available through donor database to identify new ways to increase efficiency and effectiveness.
- Manage Development's Google Drive with eye toward efficient, easy to use organization systems

Cultivation & Fundraising Events/Sponsorship Management

- Assist in planning, coordination and execution of events, including creation of guest lists, manage RSVPs and prepare detailed backgrounders on attendees and other stakeholders
- Site Visit, donor meeting support (and meeting notes as needed)
- Track all sponsorship deliverables; collaborate with the Director of Development
- Provide additional project management/administrative support as needed

Preferred Skills and Experience

- Passion and a commitment to Hot Bread Kitchen's mission and core programs
- Interest in learning and growing within nonprofit fundraising
- 1 to 2 years of project management/administrative experience
- 1 to 2 years development experience
- Exceptional organizational, interpersonal, written and verbal communications
- Experience in Salesforce or other fundraising focused CRMs
- Strong attention to detail
- Self-motivated problem solver with the ability to handle and prioritize multiple projects, meet deadlines, work independently and with staff at all levels, and be a team player
- Bachelor's Degree is required

Location

This is a hybrid position, with flexibility to work at home and in-person attendance required when departmental needs arise (weekly). 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 starts at \$55,000. To learn more about Hot Bread Kitchen's culture and benefits, please visit: hotbreadkitchen.org/careers.

To Apply:

Applications must include a cover letter & resume and should be sent to: hr@hotbreadkitchen.org. Please include "Development Associate - 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.