



Hot Bread Kitchen

Chief Development Officer

New York, NY

Background

Founded in 2008, Hot Bread Kitchen has 15 years of experience investing in New York City's women and immigrant communities, using the vibrant food industry as a catalyst for economic mobility. Its mission is to create economic opportunity for immigrant women and people of color through job skills training, food entrepreneurship programs, and an ecosystem of support in New York City. Since its founding, Hot Bread Kitchen has grown into a hub of economic opportunity in New York City, generating over \$100 million in regional economic impact.

Hot Bread Kitchen takes a holistic programmatic approach that meets members where they are and centers each of their unique needs. Hot Bread Kitchen's career programs offer culinary training -- including upskilling opportunities for career mobility -- resulting in job placement with hundreds of food industry employer partners, from small, family-owned bakeries to Fortune 500 companies, in New York City. Directly and through partnerships with 200+ nonprofit organizations throughout New York City, Hot Bread Kitchen also offers bridge training to ensure members have skills in English as a learned language and social services to ensure members have access to any assistance they need to start and continue work, including child care, benefits and housing; With its beginnings rooted in social entrepreneurship, Hot Bread Kitchen also supports small diverse businesses, facilitating early stage food entrepreneurs. Hot Bread Kitchen has incubated more than 250 small, women-owned food businesses, and is on track to expand this area of their work.

Currently implementing a strategic plan that is growing its impact, Hot Bread Kitchen is on target to expand operations exponentially in the coming years. The "Invest in Breadwinners" plan aims to serve hundreds more women in each of the next three years, with a goal of partnering with 1,000 "breadwinners" by 2024. The organization is set up for sustainability and expansion and has created a workforce development model for scaled replication while it also develops new, innovative models of service delivery and small business incubation programs that are responsive to members' needs.

Hot Bread Kitchen currently has a staff of 50 FTE with an annual operating budget of \$6.4M. Funding sources are diverse and include support from individuals, corporations, foundations and government partners. Its headquarters and training sites are located in Chelsea Market in the Meatpacking District of Manhattan. Culinary training and small business programming also occurs in the other boroughs of New York City at community partner sites. The organizational culture is entrepreneurial, flexible, and civically-minded. Hot Bread Kitchen values its team and encourages a culture of fun, flexibility and caring for one another.

For more information about Hot Bread Kitchen, go to <https://hotbreadkitchen.org/>.

Position

Reporting to the Chief Executive Officer, the Chief Development Officer (CDO) will play a critical role in ensuring Hot Bread Kitchen achieves its mission to support members in their pursuit of economic mobility utilizing the food industry. The CDO will be joining Hot Bread Kitchen as the organization continues its plan for significant growth, and will have the lead in connecting with, and shepherding the funders and partners needed for the organization to execute on its expansion plan.

The CDO will be a member of the 5-person Executive team. They are ensuring that Hot Bread Kitchen reaches the organization's \$6.4 million annual revenue goal in FY23, with increasing revenue objectives over the next three years. The successful candidate will have a proven track record in building strategic relationships and raising philanthropic funds across all sources including individual major and principal gifts, institutional giving, government, events and campaigns. They will have experience developing and implementing comprehensive fundraising and storytelling strategies, a passion for managing teams, and a commitment to systematizing and leveraging data to support fundraising and external relationships.

The Chief Development Officer will lead Hot Bread Kitchen's results-driven development team, responsible for the organization's philanthropic revenue.

Priorities

- Serves as a thought partner to the Chief Executive Officer and Executive team in all aspects of the organization's operations and strategic planning
- Champions the values of the organization, including DEIA strategies and programming; embraces HBK's fun, collaborative, and transparent culture
- Has expertise in diverse types of funding sources; is able to create strategies and implement plans with respect to individual, corporate, foundation, and government funding partners
- Creates a multi-year, multi-source fundraising plan for the organization with a focus on revenue expansion, based in metrics, data, and proven experience; understands how to motivate and mobilize teams for growth
- Oversees the work of the development team, aligning priorities of the team with the goals of the organization and providing day-to-day support
- Is a creative force when thinking about stewardship, partnership, and board development
- Creates and implements a stewardship and development plan for the Board of Directors
- Works across the organization to bring the culture of philanthropy to each team so that there is an understanding of the organization's fundraising goals and strategy

Responsibilities

Development and Revenue Growth

- In partnership with the CEO and Executive team, develops an overall external relationship and fundraising strategy for the organization, complete with implementation plans and metrics to gauge success throughout each year
- Manages the Fund Development Committee of the Board of Directors to ensure stakeholders are engaged and committed to supporting our revenue goals; reports to the Board at each meeting
- In partnership with the CEO and Executive team, manages the stewardship of Board members and the cultivation of new Board members
- Creates a major gifts strategic plan and directly manages a portfolio of principal donors, including the board of directors, with the goal of building multi-year, comprehensive partnerships that include financial, programmatic and technical support
- Oversees and articulates a vision for all written development materials, including proposal submissions, and ensures they are well-written and responsive to the funder's requests
- Supports the development team to manage and secure philanthropic funds via our Young Professionals Committee, Kitchen Cabinet, and other stakeholder committees
- Manages diverse fundraising events, including an annual large event, and visits by external funding partners, and liaises with the program team to ensure coordination and to plan member involvement
- Oversees government fundraising with an eye for growth, including responding to requests for proposals and shepherding all funding-related communications with government agencies and local elected officials
- Collaborates cross-functionally with the program and executive teams to support the cultivation, solicitation, and stewardship of key funders
- Collaborates with the Chief Financial Officer to align fundraising and finance strategy to promote financial sustainability

Executive Role and Team Lead

- Collaborates closely with the CEO to define and implement the organization's development strategies
- Commits to and actively supports a culture of diversity, equity and inclusion
- Collaborates with the Executive team to ensure the organization is achieving its mission, adhering to its values, and pursuing excellence in all areas

- Contributes as a leader to Hot Bread Kitchen's fun, collaborative and caring organizational culture
- Leads and mentors a high performing team that is currently comprised of four members, and will grow over time, and fosters a culture that attracts, retains and motivates top talent
- Leads utilizing a culture of data, overseeing the establishment of annual team goals and KPIs and a process for data gathering, reporting and analysis to inform strategy
- Ensures effective internal communications and collaboration across teams to further goals of the development team and the organization
- Creates a culture of feedback up and down the team structure

Qualifications

- Driven by and have a belief in Hot Bread Kitchen's values, culture and mission
- 10 years of progressively responsible leadership experience, with 5 to 7 years at the senior or executive level
- Strategic thinker with strong leadership skills, emotional intelligence, and ability to design and execute on complex projects involving multiple stakeholders
- History of designing successful and progressive fundraising strategic plans across all sources. Has a keen understanding and experience with the nuanced approach to each fundraising source
- Proven track record securing significant and/or principal gifts
- 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 solicit and present to senior level partner staff and press. The ideal candidate will have had grant writing experience in order to lead and support the institutional partnerships and government programs
- Experience working closely with a Board of Directors and/or Senior Leadership
- 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
- Energetic and self-directed, with effective time management, organizational skills and ability to simultaneously manage several priorities and team member
- Systems- and detail-oriented, especially with regard to development operations and fundraising data
- Salesforce and Asana experience preferred
- A Bachelor's degree is required

Compensation, Location, and Benefits

- \$150,000 – \$165,000 salary
- Hot Bread Kitchen offers a flexible and hybrid working environment. This position will require regular in-person attendance to support funder visits at our facility in Chelsea Market and, occasionally, at offices throughout New York City.
- Hot Bread Kitchen's comprehensive benefits package includes health/vision/dental insurance (available from day one), 401K contributions, fully flexible vacation time, family leave, and a sabbatical program. Our organizational culture is entrepreneurial, flexible, and civically-minded (learn more about our culture on hotbreadkitchen.org/careers)

Diversity, Equity, Inclusion & Allyship

The following statement was developed by the Hot Bread Kitchen staff along with the standing Diversity, Equity, Inclusion and Allyship (DEIA) Committee, and has been endorsed by the Hot Bread Kitchen Board:

Since 2008, Hot Bread Kitchen has served women and entrepreneurs from every corner of New York and from all over the world; we have seen many lives transformed, and many kitchens, too. After a decade of dialogue with our program members and external partners, we are inspired to have complex conversations to make change and build healthier, inclusive workplaces.

Our work helps women, immigrants, and people of color thrive as workers and entrepreneurs within the food ecosystem, and is helping to make the system itself more conscious and equitable for all.

Hot Bread Kitchen is committed to diversity, equity, inclusion and allyship because we believe this commitment will:

- create an organizational community where all feel respected, supported and valued;
- foster deeper relationships that drive opportunity, innovation, and impact for the communities we serve; and
- set an industry standard that prioritizes diversity, equity, inclusivity and allyship.

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 the emails below to request such an accommodation.

This position description is based upon material provided by the Hot Bread Kitchen Organization, an equal opportunity employer.

To apply to this position, please click [HERE](#).

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