



**Hot Bread Kitchen**  
**Chief Development Officer**  
New York, NY

**About Hot Bread Kitchen**

Founded in 2008, Hot Bread Kitchen has nearly 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 women of color through job skills training, food entrepreneurship programs, and an ecosystem of support in New York City. Since its founding, HBK 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. HBK's Career Services include both Culinary and Facility Management training, resulting in job placement with food industry employer partners, from small, family-owned bakeries to Fortune 500 companies, in New York City. HBK also offers bridge training to ensure members have skills in English as a learned language and digital literacy; social services to ensure members have access to any assistance they need to start work, including child care, benefits and housing; and upskilling opportunities for those members who are ready to take the next step in their career and job placement assistance. With its beginnings rooted in social entrepreneurship, the organization also offers Small Business incubation programming that facilitates aspiring and early stage food entrepreneurs. HBK has incubated more than 250 small, women-owned food businesses, and is on track to expand this area of their work. Finally, working with a cohort of bakeries, HBK operates a Good Food Jobs Initiative, which aims to improve culinary jobs and demonstrate that good working conditions are good for business.

Currently implementing a strategic plan that will grow its impact, HBK 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 serving 1000 "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 26 FTE with an annual operating budget of \$5M. Its main office and training hub is located in Chelsea Market in the Meatpacking District of Manhattan. Training and small business incubator programming will be opening this year in the other boroughs of New York City as well.

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

**Position**



Reporting to the Chief Executive Officer, the Chief Development Officer will play a critical role in ensuring HBK achieves its mission to support members in their pursuit of economic mobility utilizing the food and adjacent industries. The CDO will be joining HBK as the organization undertakes a 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 will ensure that HBK reaches the organization's \$4 million annual revenue goal in FY22, 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 HBK's results-driven development team, responsible for the organization's philanthropic revenue.

### *Priorities*

- Serves a thought partner to the Chief Executive Officer and Executive team in all aspects of the organization's operations and strategic planning
- Creates a vision of growth for development, based in metrics, data, and proven experience; understands how to motivate and mobilize people who want to help in that growth
- Is a creative force when thinking about stewardship, partnership, and board development
- Forges strong and deep relationships with the Board of Directors
- Diversifies and increases resource streams by developing a comprehensive multi-year individual giving program, and creating more partnerships with corporations, foundations, and government funders
- Works across the organization to bring the culture of philanthropy to each team so that there is an understanding of what needs to be raised and how
- Champions the DEIA work of the organization and partners with the DEIA Committee

### **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
- Creates a major gifts strategic plan and manages a portfolio of top donors and partners with the goal of building multi-year, comprehensive partnerships that include financial, programmatic and technical support

- Oversees 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 all fundraising events and visits by external funding partners, and liaises with the program team to ensure coordination and to plan member involvement
- Oversees government fundraising, including responding to requests for proposals and shepherding all funding-related communications with government agencies
- 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**

- Acts as a thought partner to the CEO to implement the organization's development strategies
- Collaborates with the Executive team to ensure the organization is achieving its mission, adhering to its values, and pursuing excellence in all realms
- Contributes as a leader to HBK'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
- Supports 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 brand team and the organization
- Commits to and actively supports a culture of diversity, equity and inclusion

### **Qualifications**

- Driven by and have a belief in Hot Bread Kitchen's values and mission
- Strategic thinker with strong leadership skills and ability to design and execute on complex projects involving multiple stakeholders
- Successful history of designing successful and progressive fundraising strategic plans
- 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 pitch and present to senior level partner staff and press
- 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

### Compensation, Location, and Benefits

- \$150,000 salary
- HBK 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.
- HBK'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](https://hotbreadkitchen.org/careers))

### Diversity, Equity, Inclusion & Allyship

The following statement was developed by the Hot Bread Kitchen staff along with the standing DEIA Committee, and has been endorsed by the HBK 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.

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To apply to this position please visit [www.drgsearch.com](http://www.drgsearch.com)