The Organization:

Hot Bread Kitchen (HBK) began operations in 2009 and has since grown into a hub of economic opportunity in New York City, generating over $100 million in regional economic impact and sustaining a highly regarded workforce development program and small business incubator.

With a mission 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, the organization seeks to expand skills, connections, and life-changing opportunities for women through workforce and food entrepreneurship programs.

HBK’s work builds on its 12-year history of providing social services, skills coaching, job placement and entrepreneurship programming as well as a vast network of connections and employer relationships that put workers and small businesses on a path to economic security and mobility.

Investing in Breadwinners

The “Investing in Breadwinners” programming provides immediate stability and customized career pathways for the entire HBK community of women previously or currently employed in the NYC food industry, as well as many of the small food enterprises the organization has helped incubate and launch.

The COVID-19 pandemic has taken a disproportionate toll on this community, with many workers unemployed and small businesses struggling to survive. Securing a stable income for these individuals and their families is the first priority. HBK helps these Breadwinners move forward on their individual journey toward economic independence and mobility. By taking a human-centered approach and tapping into an array of program options, it customizes solutions that build household income and momentum toward career goals.

HBK partners with community-based nonprofit organizations to provide wraparound services such as job placements, training and individualized coaching, housing assistance, child care, legal assistance. The ESL classes provided are also a key component to success.

Small Business Programming

HBK’s small business programming fosters new partnerships, open conversations, and novel approaches that are essential to catalyzing the long-term changes required to create a more equitable food industry and stronger pathways to economic mobility for diverse entrepreneurs.

⇒ Talented Minority- and Women-owned Business Enterprise (MWBE) food entrepreneurs in New York City can thrive when they are connected to new markets and customers, investment capital and networks.
Corporate and institutional brands play a critical role in opening opportunities for MWBE food entrepreneurs, and re-thinking the system to place greater priority on sourcing and partnering with women-, Black- and other people of color-owned small businesses.

We champion courageous conversations and sustainable solutions that aim to challenge systemic barriers to advancement and business success for employees and entrepreneurs of color in the food industry.

The Role:

Location: New York City, NY

Reports to: Board of Directors

This is an outstanding opportunity for a visionary and entrepreneurial leader who is dedicated to enabling thousands of women to take the first step on a path to career advancement and financial security, to be part of the HBK community, and to be leaders and influencers in the community.

Overview:

The Chief Executive Officer (CEO) is accountable for leading Hot Bread Kitchen in pursuit of its mission and building upon the current momentum toward growing support for communities of color in New York City with perceived barriers, with the goal of expanding new HBK members from 300 to 1,500 by 2024.

HBK is ready to build a larger platform and look across a broader field in the food and adjacent industries to develop opportunities for women. The organization is set up for sustainability, growth, and has created a model for potential replication for scale in the future.

The CEO will provide executive leadership of the organization, its current and future programs, services and initiatives, stewardship of its current and future donors, and ensuring its financial health and sustainability. The CEO will work closely with the Board and HBK's talented team of over 25 staff members to achieve the goals and objectives of the organization. The new leader will oversee a $5m operating budget.

Key Responsibilities:

Strategic Leadership & Board Relations:

- Lead overall strategic initiatives and continue to develop/operationalize HBK's multi-year plan for staff, programs, expansion, and execution of its mission.
- Work with Board and staff to leverage current successful programs, identify new ways of creating change, invest in new programs and services, and expand community outreach.
- Champion and help to move forward the work of the DEIA committee; cultivate a positive organizational culture, committed to attracting and retaining a diverse employee base.
• Develop, maintain and support a truly dynamic and engaged Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction, operations support and fundraising; encourage collaboration and consensus on tough decisions.

**Business & Resource Development:**
• Expand fundraising and earned revenue activities to support existing program operations, enable expansion, take advantage of strategic opportunities, and continue to build and leverage the brand.
• Cultivate existing relationships and identify new sources of funding across the private sector including corporate sponsorships and partnerships, foundations, and individual and major donors.
• Oversee and continue to develop the short- and long-term revenue model and multi-year development plan including but not limited to development of new revenue streams, grants with a focus on growth/scaling up, sustainability, and meeting the current needs of the women and communities HBK serves.
• Ensure impactful evaluation of all short-term and long-term fundraising efforts with specific milestones necessary to their accomplishment.

**External Relations & Partnerships:**
• Use external presence and relationships to garner new opportunities with all relevant HBK constituents.
• With the program team, prospect, cultivate, develop, and manage a broad array of external partnerships to secure a complete portfolio of services and resources meeting the evolving needs of HBK's members.
• Remain cognizant and up-to-date on political and environmental issues that may require adjustments to the strategic plan, in order to leverage opportunities and/or to solve challenges.
• Enhance HBK's image by being active and visible in the community and by working closely with other professional, civic, community based, and private organizations.
• Deepen and refine all aspects of communications - from web presence to external relations, with the goal of creating a stronger brand on a local and national level.
• Publish and communicate program results.
• Provide thought leadership, and serve as a leading voice and advocate for individuals impacted by gender, racial, social, and/or economic inequality in New York City, and beyond.

**Organization & Programmatic Leadership:**
• Ensure ongoing local programmatic excellence, rigorous data and program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
• Scale operations and grow impact in a thoughtful and measured way, with appropriate resources and earned revenue opportunity.
• Recruit, lead, develop and retain HBK's passionate and high-performing senior management team; ensure the team has the tools, resources and information necessary to carry out their work at the highest levels during a period of positive transformation and change.
• Promote a collaborative culture that values accountability, inclusion, transparent communication, a cross-functional approach to innovation, and creativity in problem-solving and service delivery.
• Ensure effective systems to track scaling progress; regularly evaluate program components to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Steward fiscal management, budget compliance, and building of operating and cash reserves.
- Develop resources sufficient to ensure the financial health of the organization.

**Candidate Profile:**

**Professional Experience:**
- 15 years of progressively responsible leadership experience, with 7 to 10 years at the executive level.
- Broad general management experience across finance, operations/technology, strategic marketing, program, fund development and working with a highly engaged and sophisticated board.
- Professional experience in the nonprofit, public or corporate sectors, or a combination thereof; a career in, or lived experience of, workforce development or a related field and/or working with women, immigrants and marginalized communities is highly desirable.
- Demonstrated achievement in transformative environments, bringing to scale multi-site organizations; experience in business development and strategic partnerships; ability to assess infrastructure/operational requirements necessary to support sustainable growth.
- Record of innovative and sustainable fundraising from corporations, high net worth individuals, and foundations, with proven results.
- Experience in building and scaling new revenue streams and business lines that build upon the strengths and assets of an organization while staying mission focused.
- Commitment to and experience working with organizations providing essential services to underserved individuals and communities.
- Strong financial management and business modeling skills; experience creating annual operating plans and budgets that support strategic objectives.
- Evidence of leading change and transformation with positive outcomes.
- An ability to unlock potential; mentoring, professional development, people management and leadership skills; an inspiring team builder who engenders trust and builds group commitment to goals and objectives.
- Demonstrable multi-cultural management experience, including recruitment and development of diverse (racial, ethnicity, gender, and generation) teams, and a high level of emotional intelligence.

**Education:**
- Bachelor’s degree preferred

**Personal Attributes:**
- Passionate and committed to the Hot Bread Kitchen mission and vision.
- Strategic and visionary leader who combines strong leadership, organizational management skills, and creative problem-solving with commercial instinct and resourcefulness, in the service of social change.
- Champions a racial equity lens at all levels of the organization and in communities served.
- Exceptional relationship-building and interpersonal skills; an empathetic, inclusive approach; actively seeks input from others, at all levels of the organization, creating an environment where ideas and information are easily exchanged and voices are heard.
- Comfortable taking calculated risks and advocating for new ideas; in the spirit of innovation and professional development, encourage and empower others to move outside of their comfort zone.
• Courage to make difficult decisions that will move the organization forward positively.
• Exceptional communicator and dynamic public speaker; ability to inspire and successfully carry out the role of being an ambassador and leading voice of Hot Bread Kitchen.
• Strong verbal and written communication skills and a willingness to share information.
• Demonstrates the highest standards of ethics, integrity, respect and humility.

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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 (DEIA) 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;
• set an industry standard that prioritizes diversity, equity, inclusivity, and allyship.

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To learn more about this opportunity, please contact:

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