



## Development Manager Job Description

**Location:** Ypsilanti, MI (in-person work required)

**Salary:** \$37,000-\$42,000 based on experience, paid time off and health insurance (medical, dental, vision, short term disability, and life insurance) after 90 days

**Additional Perks:** Free produce, flowers, and seedlings from our Urban Farm

**Start Date:** October 03, 2022

**Schedule:** Salaried, average 40 hours/week. Normally Monday-Friday, with some weekend/evening responsibilities

### Organizational Description:

Growing Hope is a 19-year-old non-profit organization rooted in Ypsilanti, Michigan whose mission is to foster an equitable and sustainable local food system that empowers all people to grow, buy, sell, prepare, and eat nourishing food. We envision a community where all people--particularly those with barriers due to race, class, culture, language, ability, and mobility--have access to nourishing local food that is culturally appropriate and affordable. People can grow and prepare their own harvests, and may earn a living as a food grower, producer, or entrepreneur.

Our areas of work include Youth & Schools, Farm & Garden, Farmers Markets, and Food Entrepreneurship. Our programs primarily emanate from our two main spaces: The Growing Hope Urban Farm and the Ypsilanti Farmers MarketPlace. The Urban Farm is a multi-purpose space used for organic-practice production, garden demonstration, youth and adult education, and events. The Ypsilanti Farmers MarketPlace hosts the Ypsilanti Downtown Farmers Market, the Ypsi Area Online Market, and the Growing Hope Incubator Kitchen.

Our work culture is rooted in our values: Transformation, Education, Justice & Equity, Placemaking, and Integrity. We commit to upholding inclusive practices and policies while creating space for courageous conversations as a staff and within our community. Our aim is to leverage the vast resources already within our community in order to empower and partner with participants and customers. We believe that community members have the ability to make their own decisions about their health and wellness goals and that Growing Hope acts as a conduit, bridging the gap between our community and its goals.

### Position Summary:

The Development Manager is responsible for supporting Growing Hope's annual fund, coordinating annual fundraising events, and growing a donor base with meaningful connections. The Development Manager is an integral member of Growing Hope's team, who will help to ensure the organization achieves its mission of fostering an equitable and sustainable local food system where all people are empowered to grow, sell, buy, prepare, and eat nourishing food.

The successful candidate will have the opportunity to help advance the organization and shape the evolution of Growing Hope's community-centric development program by helping craft new narratives to support equity-focused programming and diversifying the organization's donor base. Applicants should demonstrate a fundraising ethos grounded in equity and social justice and have experience working to create a more inclusive philanthropic sector. They will be joining the organization at a critical inflection point as our organization pursues deep, internal transformation through intentional diversification of staff and board, and lasting programmatic commitments to justice and equity within our local food system.

This is a full-time position that reports to the Executive Director and requires close collaboration with staff across the organization, as well as external consultants and contractors. We are seeking a thought partner who approaches this work with compassion, vulnerability, empathy, curiosity, and humility. We are eager to have a successful candidate join our team as soon as possible.

**Responsibilities:**

- **Annual Fund Management (50%):** Plan and execute annual fund activities with a focus on donor engagement, retention, and acquisition, author and edit donor correspondence, communicate organizational gratitude toward board, staff, volunteers and donors, process donations with assistance from the Finance Manager, conduct research on prospective individual donors and funders as needed, maintain processes to ensure thorough and informative data management in order to establish and deepen supporter relationships, lead sponsorship and corporate engagement opportunities.
- **Special Events Management (40%):** Plan and lead Growing Hope's annual fundraising events and all logistics, initiate event-related communications with attendees, monitor and evaluate the impact of events on donor engagement; recommend adjustments and new strategies as needed
- **Revenue Generation & Budgeting (5%):** Assist with budgeting, cash flow & accounting processes as relates to development and event budgets, diversify revenue, and provide input and support as needed for grant proposals and reporting.
- **Organizational Support (5%):** Support general programming. Participate in anti-racism and food sovereignty discussions and training, development committee meetings, administrative activities (i.e timesheets, expense reports), professional development, weekly staff meetings, and fundraisers and community events.

**Desired Qualifications:**

- Deep commitment to our mission and helping the organization develop and implement a community-centric fundraising model
- Kind, calm, and open demeanor and attitude towards work, colleagues, and community. Strong conflict management skills
- Experience with or ability to quickly learn data management software including Google Suite, Slack, and social media tools
- Energetic approach to difficult tasks and ideas
- Skilled oral and written communicator. Comfortable communicating in person, by phone, email, in front of groups, and to a variety of audiences
- Experience managing events, preferably in the non-profit sector
- Comfort managing multiple projects simultaneously, working within and across team
- Strong attention to detail

**Qualities that will enhance the application:**

- Farming or food business experience
- Experience drafting successful fundraising appeals and/or funding proposals
- Proficient in prospect research; willingness and ability to continue learning
- Experience managing membership-based fundraising drives
- Previous experience with Growing Hope's programs
- High level of proficiency with the Network 4 Good or other similar CRM database; administrative aptitude and/or desire to develop it preferred
- Experience drafting or contributing to grant proposals
- Preference given to Ypsilanti-area residents or those willing to relocate to and engage in the Ypsilanti community

**To Apply:** Submit a resume and cover letter to [apply@growinghope.net](mailto:apply@growinghope.net). Preference given to applications received by **September 12, 2022**, but the position will remain open until filled. Letters can be submitted in the form of a written document, video or audio format.

*Growing Hope encourages people of color and individuals who possess an in-depth understanding of poverty or economic hardship to apply. We welcome a diverse pool of applicants and make employment decisions on the basis of merit. We do not discriminate potential employees based on race, creed, age, physical ability, national origin, sex, gender identity, sexual orientation or marital status. Accommodations will be made so that the application process and position is made accessible for qualified applicants.*