



Development Manager Job Description

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

Salary: \$45,000 - \$55,000 based on experience

Benefits: Paid time off, and health insurance (medical, dental, vision, short-term disability, and life) after 60 days

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

Start Date: To be determined

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

Organizational Description:

Growing Hope is a 20-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, culturally appropriate, affordable, and affordable local food. People can grow and prepare their harvests and may earn a living as food growers, producers, or entrepreneurs.

Our work areas include Youth and Schools, Farm and 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 Growing Hope 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 and 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. We aim to leverage the vast resources already within our community to empower and partner with participants and customers. We believe that community members can make 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, managing grant research and writing, and growing a donor base with meaningful connections. The Development Manager is also responsible for database management and reporting, direct mail segmentation, and other tasks as related to managing the annual fund. The Development Manager is an integral member of Growing Hope's team, who will help to ensure the organization achieves its mission.

The successful candidate will be able 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 join 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 full-time position reports to the Executive Director and requires close collaboration with staff across the organization, as well as external consultants and contractors. We seek a thought partner who approaches this work with compassion, vulnerability, empathy, curiosity, and humility.

Responsibilities:

- **Strategy, Research, & Cultivation:** Identify opportunities to solicit foundations, corporations, relevant government contracting agencies, and individual donors for funding. Develop, implement, measure progress for, and regularly assess all annual fundraising goals, objectives, and tactics to accomplish fund development and capacity-building initiatives. Create and implement a strategy to cultivate and strengthen relationships with donor-advised funds, donors, sponsors, and philanthropic entities.
- **Grant Proposal Development, Writing & Reporting:** Manage the grant proposal development and submission process. Assist in monitoring progress toward grant deliverables. Draft grant reports when appropriate.
- **Donor Communications:** Collaborate to create newsletters, appeals, annual reports, acknowledgments, etc., and coordinate external messages to funders, community partners, corporate sponsors, individual donors, and the general public.
- **Special Events Management:** 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
- **Board, Staff & Partner Engagement:** Assist the executive leadership, as directed, in keeping members of the Board and Board Committees updated and engaged in Growing Hope's fund development activities. Represent the organization at meetings with funders, conferences, and other collaborative bodies.
- **Organizational Support:** Support general programming. Participate in anti-racism and food sovereignty discussions and training, development committee meetings, administrative activities (i.e. timesheets), professional development, weekly staff meetings, budgeting, and fundraisers and community events.

Desired Qualifications:

- Two or more years of experience in fund development
- Demonstrated success securing individual contributions, corporate and foundation giving, and major gifts as well as planning and executing special events.
- Demonstrated success in grant writing and grant management.
- Experience with fundraising software and donor databases.
- Deep commitment to our mission and helping the organization develop and implement a community-centric fundraising model.
- Skilled oral and written communicator. Comfortable communicating in person, by phone, email, in front of groups, and to a variety of audiences.
- Strong attention to detail.

Qualities that will enhance the application:

- Enthusiasm about and understanding of food justice, food sovereignty, and food apartheid..
- Demonstrated experience and ability to recognize and respond to how race, ethnicity, sexual orientation, and gender identity intersect to promote racial equity and social justice further.
- Demonstrated positive relationships with marginalized individuals different from yourself.
- Thorough understanding of fundraising principles, experience with community-centric fundraising.
- Strong research skills and familiarity with common philanthropic databases, directories, and other sources.
- Ability to cultivate meaningful relationships with various funders, supporters, and stakeholders.
- Ability to take initiative, build consensus and to work effectively across programs.
- Demonstrated success in managing multiple priorities simultaneously and working within deadlines.
- Preference is 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. Preference will be given to applications received by **October 31, 2023**, but the position will remain open until filled. Letters can be submitted as a written document, video, or audio format.

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