**Development & Communications Associate**

**Job Description**

**Hours:** Full time, exempt  
**Reports to:** Development and Communications Officer  
**Compensation:** $32,000, plus benefits

**SUMMARY:**
The GrowHaus is a food equity nonprofit in Denver’s Elyria-Swansea neighborhood with the mission of ensuring the neighborhoods of Globeville and Elyria-Swansea (GES) have lasting access to healthy food. The GrowHaus serves as a resident-driven hub for food access, food education, food production, and economic opportunity.

This is a position for a dedicated individual to strengthen The GrowHaus’ fundraising and communications efforts and ensure current and potential supporters understand The GrowHaus’ impact in the community. The Development and Communications Associate will be a key part of The GrowHaus’ development and communications efforts, reporting to the Development and Communications Officer. We are looking for a highly organized, creative, responsible, and flexible individual who is excited to engage in a multi-faceted fundraising department. The ideal candidate is someone who is: passionate about capturing and communicating impact; driven to deliver excellence, learn, and improve; comfortable in a fast-paced environment and able to balance competing priorities with amazing follow through; a team player willing to support a range of fundraising initiatives and needs; a believer in the power of relationship building; and deeply passionate about The GrowHaus’ mission.

**DUTIES & RESPONSIBILITIES:**

**Communications:**

**Impact Communication**
- Form strong working relationship with diverse staff, partners, volunteers, and community members to capture the impact of The GrowHaus through storytelling, testimonials, videos etc.
- Articulate the impact of The GrowHaus’ programs in various forms of written and verbal communication
- Maintain and develop The GrowHaus’ Photo Archive to have a selection of photos and videos that accurately capture programming at The GrowHaus

**Social Media**
- Regularly post impactful and creative content on Facebook, Instagram, and Twitter
- With direction from the Development and Communications Officer and Director of Development, develop and execute strategy to convert social media followers to active supporters of The GrowHaus’ mission
- When appropriate, support other departments’ marketing needs through social media
• Actively engage with followers on multiple social media platforms

**Newsletters**
• Develop creative, clear, engaging, and impactful email newsletter campaigns on Mailchimp and ensure up-to-date lists
• Coordinate process of soliciting, collecting and summarizing meaningful program, organization, and community-related content for general newsletter subscribers

**Design & Special Projects**
• Coordinate the design and printing of all GrowHaus collateral including flyers, program materials, and event posters
• With direction from the Development and Communications Officer and Director of Development, create and publish annual report
• Develop and maintain style and brand guide

**Miscellaneous**
• Maintain and update The GrowHaus website
• Ensure public calendar of events is up to date and being effectively promoted.
• Provide support in capturing excellent local, state, and national press coverage
• Oversee Communications and Digital Design Interns when applicable

**Development:**

**Individual, También, and Major**
• Support other members of the Development Team (Executive Director, Director of Development, and Development and Communications Officer) in identifying, cultivating, soliciting, and stewarding donors
• Help keep the Development Team organized in their donor stewardship and outreach efforts
• Ensure donors receive prompt and meaningful recognition of gifts
• Update and maintain our current donor database, Salesforce
• Systematically track all one-time gifts to The GrowHaus throughout the year
• Assist with impact reporting to internal (Executive Director, Board of Directors) and external (Foundations, Corporate Partners, Government Partners, Donors) stakeholders
• Assist in coordination and tracking of ‘The GrowHaus’ monthly giving program, También, helping to build relationships, recruit new members, and maintain database.
• Assist in the implementation of ongoing donor stewardship plan.
• Issue year-end acknowledgment letters
• Support with Denver Enterprise Zone reporting and documentation
• In collaboration with the Director of Development and Development and Communications Officer, create and execute an effective Colorado Gives Day campaign

**Events**
• Help plan, organize, and execute key fundraising and También events
• Participate in Event Planning Committees
• Organize, plan, and promote También workshop series
• Support efforts to convert event attendees into monetary supporters and/or También members through appropriate follow-up strategies
- Plan and gather donations for the Harvest Week silent auction
- Attend events at The GrowHaus and off-site as a representative of the organization

**Measurement and Evaluation**
- With Development Team, Program Staff and Executive Assistant, track key performance indicators and support accurate and timely reporting
- Synthesize, analyze and frame data for communication to donors, funders, partners and other audiences

**Grants**
- Conduct research on potential funders
- Help ensure timely completion of high-quality progress and final reports
- Support the process of writing and submitting grant applications

**Corporate Partnerships**
- Support the identification of potential corporate sponsors
- Help to steward current corporate sponsors through volunteer activities and impact reporting

**Miscellaneous**
- With the Development Team, help to build a culture of philanthropy across the staff and Board
- With the Development Team, create and stay accountable to annual Development Plan
- Organize and attend monthly Development Committee meetings and support Development team in keeping Committee members engaged between meetings
- Conduct GrowHaus tours and administer site visits as needed
- Train and oversee Development Interns when applicable

**REQUIRED JOB SKILLS, EXPERIENCES, AND QUALIFICATIONS:**
- Previous experience with communications and/or marketing, specifically with managing multiple social media accounts
- **Conversational in English and Spanish**
- Occasional need for weekend and/or evening availability
- Strong written and verbal skills, including public speaking
- Comfortable completing a range of tasks and projects on a computer
- Excellent organizational skills and ability to excel at details, prioritize under pressure, and manage up
- Highly responsible, proactive, motivated, and able to handle a full workload
- Flexible and willing to approach tasks big and small with a goal of excellence
- Excellent interpersonal skills, ability to effectively and respectfully work with diverse professionals and community members

**PREFERRED JOB SKILLS, EXPERIENCES, AND QUALIFICATIONS:**
- Previous experience working in the development department of a grassroots nonprofit
- **Bilingual in Spanish and English strongly preferred**
- Design skills and experience in Adobe Photoshop
- Experience or coursework in Design, Communications, and/or PR
• Knowledge of and passion for food systems, food access, and/or urban agriculture
• Experience working in a dynamic startup culture and/or resident-driven organization.
• Previous experience with the use of Salesforce or equivalent CRM database
• Highly experienced in Google Docs, PowerPoint, and Excel

HOW TO APPLY:
Interested parties must submit a resume and letter of intent addressing the questions below to Careers@thegrowhaus.org, with subject line: Development and Communications Associate Application


People of diverse backgrounds and experience levels encouraged to apply. Training will be provided in many areas of the job.

The GrowHaus is proud to be an Equal Opportunity Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics