Development Intern Job Description (part-time)

Sprout City Farms (SCF) is looking for individuals able to play an integral role in helping realize its mission and vision: to cultivate educational urban farms that engage and strengthen communities, and establish a network of accessible farms throughout the city that nourish, and are nourished by, their surrounding community.

About Sprout City Farms: SCF is an urban agriculture nonprofit, founded in 2010 in response to growing interest in utilizing social and physical resources to create healthier, more resilient local food communities. Since then, SCF has successfully transformed 3.5 acres of underutilized urban land into fertile ground that produces over 14 tons of healthy food annually and nourishes thousands of people in the metro-Denver community. Our goal is to create a sustainable and replicable model that can be applied at schools, hospitals, public housing developments, and other settings in urban areas. We are currently growing our Farmer Training and Food Access Programs and working on founding a fourth farm site in 2020-2021.

So far, we have built:

- the Denver Green School (DGS) Community Farm, a 1-acre organic vegetable farm on the grounds of the Denver Green School, built in partnership with Denver Public Schools in 2011,
- the Mountair Park (MAP) Community Farm, a 1.5-acre organic vegetable farm on the grounds of Mountair Park, built in partnership with the City of Lakewood in 2014,
- the Dahlia Campus Community Farm, 1-acre organic vegetable farm at the Dahlia Campus for Health and Well-Being, built in partnership with the Mental Health Center of Denver from 2015-17; this site is now managed by MHCD as of 2018.

We are seeking motivated interns with a passion for urban agriculture, community building, education, and an interest in nonprofit organizations. This internship is an opportunity to receive hands-on education and experience in nonprofit development, marketing, event planning, and fundraising/development. As a developing nonprofit, our small staff works closely together to implement the goals of the organization as SCF continues to grow. This is a great opportunity to work with our experienced development team to gain valuable experience in the nonprofit development sector!

Positions to Begin January 2020

Development Intern (5-10 hrs/week)

Donor Stewardship and Events Coordination

Assist the Executive Director and Development Coordinator with the following tasks:

- Assist with the execution of the 2020 Sprout City Farms fundraising plan, primarily with the donor stewardship and events efforts
- Assist in donor acknowledgement/stewardship of existing and past donors (update/write donor acknowledgements for review)
- Provide administrative and office support (to include CRM data entry)
- Assist staff with event organization and planning - lead on the ground coordination efforts
- In coordination with communications intern, assist in performing social media engagement activities (researching, crafting, posting, and tracking posts).
- Other duties, as needed.
- including nights and weekends throughout the growing season (April 1 – October 31).
Desired Skills and Abilities

- Interest in helping to develop a more sustainable and just local food system
- Ability to take direction, manage multiple priorities, meet deadlines, and take initiative
- Knowledge of current fundraising principles, techniques, and ethics, or desire to learn
- Prior work experience in a non-profit development office or degree program preferred
- Ability to work with people from diverse backgrounds, including students/youth, people of different cultures, etc.
- Ability to be creative and engaging in written communication, especially within the guidelines of social media platforms
- Ability to work as a team player
- Willingness to take initiative and follow-through on tasks
- Strong oral and written communication skills
- Pragmatic and outcome-driven, yet positive and forward thinking
- Flexible schedule including working on weekends and nights
- Punctuality
- Proficiency in data entry, Microsoft Word, Excel, Wordpress, and Social Media

Time Commitment and Compensation

This is a part-time, unpaid internship. Generally, fall and spring interns can expect to work 5+ hours per week; summer interns can expect to work up to 10 hours per week.

Interns can receive a CSA work share of farm produce during our harvest season! Applications accepted on a rolling basis. Student interns may be able to receive coursework credit for their internship (details of credit/hourly requirements to be determined on a case by case basis).

All SCF positions are currently field-based/home-office. The preferred candidate will be a self-starter who is able to effectively work independently.

Contact:

To apply, please submit a .pdf of cover letter, resume, and 2 references to:

Alisha Wenger, Sprout City Farms Development Coordinator

Email: apply@sproutcityfarms.org

Mail: P.O. Box 7536 Denver, CO 80207

For more information on SCF, please visit our website at www.sproutcityfarms.org and our facebook page at www.facebook.com/SproutCityFarms.