Sprout City Farms Development & Outreach Coordinator

Sprout City Farms (SCF) is looking for an individual 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 14 tons of healthy food annually and nourishes thousands of people in the metro-Denver community. So far, we have built:

1. 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;
2. 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;
3. the Dahlia Campus 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.
4. In 2020, we are working with Jack’s Solar Garden in Longmont on buildout of a 2-acre agrivoltaics site, growing produce underneath solar panels and creating incubator farm plots.

We are seeking a Development & Outreach Coordinator to plan and implement our Funding Plan & Engagement Plan, under the direction of the Executive Director. As a developing nonprofit, our small staff works closely together to implement the goals of the organization as SCF continues to grow. We are looking for a qualified candidate to spearhead the growth needed to take Sprout City Farms to the next level!

Duties and Responsibilities:

Fundraising and Development (60%):

● Work with Executive Director to develop SCF’s Funding Plan. Implement the Funding Plan to generate and manage financial resources from diverse funding sources to sufficiently fund SCF’s mission, including: foundation and corporate grants, business sponsorships and contributions, fundraising events, individual donations, and social enterprise/earned income.
● Cultivate SCF’s individual and corporate donors and sponsors, and explore and secure new prospective donors. Implement and manage donor database (CRM) tool, Little Green Light.
● Coordinate SCF’s annual fundraising events (currently Sprout Down in spring, Farm to Table...
dinners in fall) along with other staff.

- Research and write grants and ensure their timely submission, administration, and reporting.

Community Outreach & Engagement (35%):

- Coordinate community engagement plan for SCF farm sites:
  - Work with varied stakeholders and SCF staff to develop, customize, and promote farm, food and education programs and events that align with community needs.
  - Work with SCF staff for goal setting, planning, scheduling, and manage implementation of outreach efforts.

- Coordinate program evaluation plans for SCF farm sites:
  - Work with SCF staff to plan, facilitate, and track participation in food access programs and community events, including gathering community input and feedback to inform program planning and evaluation.

- Manage community organizing efforts and partner communications to increase involvement in the Denver Green School Community Farm, including facilitation of Community Advisory Committee at DGS, and other relevant meetings.

- Represent SCF at various off-site community events to promote the farms and their programs.

- Maintain existing and help develop new partnerships with community-based organizations.

- Assist with coordination of social media, marketing, and branding to ensure alignment with strategic goals and objectives across activities. Lead development of print and digital fundraising materials for various audiences and coordinate promotional activities. Help manage SCF’s social media and web presence, including photographing of and posts about the DGS & MAP Community Farms and their activities throughout the season.

General & Administrative (5%):

- Manage fundraising-related purchases, follow purchasing protocol, and stay within the budget.

- Provide accurate recordkeeping and reporting on development efforts, including written monthly updates to the ED and participation in staff and board meetings as needed.

Qualifications and Experience:

1. Proven ability to manage nonprofit fundraising plan development and implementation, including donor cultivation, grants and philanthropic support, corporate partnerships, fundraising events, and (preferably) social enterprise income. Proven experience managing budgets in order to achieve clear and measurable goals. Experience managing fundraising for nonprofits with an annual budget of at least $275,000.
2. Able to articulate why the mission, vision, and work of SCF matter. Some knowledge of community-centered food systems and organic farming, and passion for helping develop a more sustainable and just local food system.

3. Community organizing and/or program development experience.

4. Ability to work as a team player, with people from diverse backgrounds, including students/youth, people of different cultures, etc.

5. Strong organizational and analytical skills.

6. Strong communication skills including public speaking, verbal, and written communication. Oral communication skills in both English and Spanish preferred.

7. Willingness to take initiative and manage multiple tasks. Pragmatic and outcome-driven, yet positive and forward thinking.

8. Understanding of social media and technology; proficiency in Microsoft Word, Excel, Google Drive, and database management; marketing and design experience helpful but not required.

9. Experience working with minimal supervision outside of a traditional office setting. Flexible schedule including working some nights and weekends.

10. Bachelor’s degree or equivalent experience.

11. Preference will go to local residents rooted in the metro-Denver community.

Time Commitment and Compensation

This is a full-time, year-round position beginning March 1, 2020. Initial compensation is $41,600 per year plus a stipend for health care coverage. All SCF positions are currently field-based/home-office. The preferred candidate will be a self-starter who is able to effectively work independently. Requests for time off must be submitted for approval; approval of requests is dependent upon staff schedule coordination and the needs of the organization.

Contact:

To apply, please submit a .pdf of cover letter, resume, 2 references, and a writing sample by February 28, 2020 to:
Meg Caley, Sprout City Farms Co-Founder and Executive Director

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.

*Sprout City Farms follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, marital status, transgender status, gender identity, ancestry, gender, political service, affiliation or disability. This policy applies to all Sprout City Farms employees, volunteers, members, clients, and contractors. This policy also applies to internal promotions, training, opportunities for advancement, terminations, outside vendors, members and customers, service clients, use of contractors and consultants, and dealings with the general public.*