

Development and Communications Coordinator

Hours: Full time, Salaried / Exempt

Reports to: Director of Development

Compensation: \$45,000 - \$50,000

- **Health, dental, vision, and life insurance**
- **Flexible work environment**
- **Generous paid time off**



Summary of The GrowHaus:

Joining The GrowHaus is an exciting opportunity to join a fast-paced organization leading Denver's food justice movement. The GrowHaus' budget has doubled over the past three years, and we are continuing to maximize philanthropic contributions and earned revenue to drive sustained impact and cultivate community-driven food justice!

We believe healthy food is a right, not a privilege, and we work to ensure communities across Denver have access to a reliable source of healthy, culturally relevant food. Food access is our starting point, but we are passionate about disrupting the root causes of food insecurity by providing jobs, leadership development, and health and wellness programming to the communities we serve.

Summary of Development and Communications Coordinator Role:

The Development and Communications Coordinator is a fantastic opportunity for someone passionate about social justice with experience in communications who is ready to jump in and make an impact. We're a dynamic and goofy team, yet extremely hard-working. We strive for excellence and value flexibility, learning, and collaboration. If you have experience with event planning, enjoy creating eye-catching visuals and compelling social media content, and can meticulously carry out tasks, we want to hear from you!

A Sample of Work Entailed, but not an Exhaustive List:

- Operation and administrative tasks to ensure all donor information is up to date and that donations are processed promptly. You'll need to be detail-oriented and comfortable learning a new donor database.
- Support stewardship efforts of The GrowHaus' monthly membership program, Tambien. You must be comfortable making thank-you calls and writing letters to donors.
- Create and implement a social media strategy that keeps our audience engaged and informed about The GrowHaus' work and impact. You must be familiar with social media trends and comfortable crafting compelling and engaging posts.
- Lead planning of donor events throughout the year including Harvest Week, a four-night

pop-up dinner series hosted in partnership with EatDenver, with over 480 attendees and 24 of Denver's best restaurants. You'll need to have experience with event planning, work well under pressure, and be excellent at working with diverse stakeholders.

- Regularly provide updates to The GrowHaus' website with dynamic and engaging content. You must be creative and comfortable with learning or working in Squarespace.
- Maintain and develop The GrowHaus' Photo Archive to have a selection of photos and videos that accurately capture programming at The GrowHaus. You must have an eye for photography and be ready to jump into programming to get the perfect shot!

Required Job Skills, Experiences, and Qualifications:

- Conversational in English and Spanish
- Excellent organizational skills and ability to excel at details and prioritize under pressure
- Experience in event planning
- Experience in a professional communications role
- Excellent interpersonal skills, ability to effectively and respectfully work with diverse individuals and community members
- Highly responsible and comfortable working independently
- Appreciate feedback culture to grow professionally

HOW TO APPLY:

Interested parties must submit a resume and cover letter addressing the questions below to Nina@thegrowhaus.org, with the subject line: Development and Communications Coordinator.

→ Why you? Why this position? Why The GrowHaus?

**Additionally, please include your level of Spanish fluency*

Applications will be reviewed on a rolling basis.

People of diverse backgrounds and experience levels are encouraged to apply. 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.