



KEEP GROWING DETROIT

DATA, EVALUATION, AND FUND DEVELOPMENT ASSISTANT

Location: 1445 Adelaide, Detroit, MI 48207

Salary: \$16-\$20 per hour, based on experience

Schedule: Hourly employee, 20 hours per week on average, including some evenings and weekends.

Area of Focus: Food Systems, Urban Agriculture, Community Organizing, and Education

About Us

Keep Growing Detroit (KGD) exists to promote a food sovereign city where the majority of fruits and vegetables consumed by Detroiters are grown by residents within the city's limits. Our strategic approach to achieving our mission includes work that fosters relationships to food, grows the knowledge of food and farming, builds leadership skills and capacity within Detroit's urban agriculture community, and changes the value of food while developing community assets. To these ends, our organization operates a number of nationally recognized programs including the Garden Resource Program (GRP), which supports a network of 1,600 urban gardens and farms and Grown in Detroit (GID), which provides more than 60 urban gardeners with opportunities to sell the fruits and vegetables they grow at local market outlets. Our staff also operates the KGD Farm, an urban farm and teaching facility located in the heart of downtown the Eastern Market District.

Position Description:

Keep Growing Detroit is seeking a Data, Evaluation, and Fund Development Assistant. This part-time employee will work with KGD's Co-Directors to assist with program evaluation and data entry, grant writing and reporting, prospect research, fundraising events, and financial management. The Data, Evaluation, and Fund Development Assistant works closely with and reports to the Co-Director responsible for operations.

Duties and Responsibilities:

- Assist with grant writing and reporting including prospect research.
- Assist with planning and implementation of KGD fundraising events.
- Assist with program evaluation and data entry.
- Assist with KGD outreach and communication.
- Assist with financial management including invoicing, accounts receivable, and wholesale produce sales.
- Attend some KGD all hands on deck events including Garden Resource Program Distributions.

Qualifications:

- Qualified candidates must have excellent verbal and written communication skills and be well versed in Microsoft Office programs.
- The ideal candidate will have 2+ years of experience in grant writing and fund development.

- Experience with CRM database software like Salesforce is helpful but not required.
- Interest and familiarity with issues relating to the City of Detroit, local food, food access, and sustainable agriculture.
- Ability to work independently and as part of a team.

How to Apply:

Please send email of your resume and cover letter to Ashley Atkinson at ashley@keepgrowingdetroit.org or mail to 1445 Adelaide, Detroit, MI 48207. Use the job title as the subject line. Only potential interviewees will be contacted. For more information, please visit our website at detroitagriculture.net or call 313-656-4769.

Keep Growing Detroit is an Equal Opportunity Employer.