



## Growing Hope in Ypsilanti, Michigan Seeks Assistant Director

Growing Hope is a 10 year old nonprofit rooted in Ypsilanti, Michigan, and dedicated to helping people improve their lives and communities through gardening and increasing access to healthy food. Our work focuses first in our home Ypsilanti community but extends out through Washtenaw County, and through partnerships across the region and state. We seek an Assistant Director to manage the internal operations of the organization and provide leadership to our growing staff team. Our impacts in the areas of food security, farmers markets, gardening, nutrition, urban agriculture, and healthy communities, are multifold, and we seek a highly, adaptable, system-thinking and community-focused person with roots in food system work and extensive management experience in nonprofits at a variety of scales.

Reporting to the Executive Director, the Assistant Director will oversee the following areas of Growing Hope:

- **Administration & Finance**, including supervising Finance Manager; ensuring and assisting with compliance with funder, government, insurance, and other reporting requirements; assisting with budget development, ensuring frugal and resourceful budget management; assist with grant writing; overseeing purchasing; overall, maintain, enforce, and improve on systems for internal operations of all sorts; oversee maintenance of records, files, database.
- **Human Resources, Supervision, and Volunteerism**, including hiring, training, benefits coordination; supervision and management of several core staff, and providing mentorship to other supervisors; and overseeing staff on meeting needs through volunteerism, workforce development partnerships, et al; liaison with partners in this area, including Americorps and Michigan Works.
- **Facility & Vehicle Management**, including external and internal components of our Growing Hope Center (1.4 acre includes demonstration urban farm, offices, teaching facility) and other facilities/sites that we occupy in the future, leveraging volunteer and donated support wherever possible; overseeing maintenance and upkeep, repairs, furnishings, and energy systems; managing IT needs, systems, and troubleshooting; overseeing rental of sites to external parties; organization of supplies/storage/stuff; Ensuring excellent maintenance of vehicles and trailers.
- **Strategic & Programmatic** work, including carrying out our strategic vision through assisting in creation and implementation of operations and programs in partnership with Program Director and other managers; assisting in marketing/media/outreach materials, plans, and implementation; liaison with other organizational partners and board of directors as needed, help to develop new strategic partnerships.



**Qualified candidates will exhibit the following:**

We're seeking a jack- or jill-of-all-trades, who can balance daily details with big thinking, be responsive and adaptable to shifting needs, provide excellent mentorship and supervision, and be ready to get dirty to assist with any aspect of the organization to make it run smoothly, for us to most effectively further our mission.

This proactive person will be an active learner, listener, and advocate for best interest of the organization, its staff, volunteers, and stakeholders. She has a working knowledge of and passion in food access, gardening, urban farming, nutrition, cooking, farmers markets, and local food systems.

- Passion for Growing Hope's mission and work. Dedication to working as a member of and in partnership with diverse communities, including being rooted in the Ypsilanti community.
- Experienced manager, with minimum five years experience managing people, plans, projects, and facilities. Experience creating, using, and reflecting on these plans.
- Brilliant time management and prioritization skills, for his or herself and for others.
- Strong organizational and self-management skills, including excellent follow-through.
- A deep love and appreciation for systems—with experience creating and maintaining internal systems, checks and balances. Database management experience, Giftworks familiarity a plus.
- At least three years of budget, grant management, and/or contract management experience.
- Highly resourceful in leveraging resources, making dollars stretch, and finding creative solutions. A make-it-work, positive attitude.
- Five years supervision/management experience with people at a variety of skill levels. Background developing and administering staff training a plus. Experience in coordinating and leading teams, including with volunteers.
- Volunteer management/coordination experience.
- Highly-skilled, proactive communicator (oral, written), experience working with people from diverse backgrounds and comfortable communicating in person, by phone, email, in front of groups, and to a variety of audiences.
- Ability to interface with multiple education and community stakeholders, including community members, organizational partners, diverse communities, et al. Desire to encourage local community members to share ideas, talents and resources.
- Comfort in use of computers (Mac & PC) and technology on a daily basis and willingness to troubleshoot.
- Basic working knowledge of building, site, and vehicle maintenance. Ability to self-teach,
- Flexibility to work non-traditional hours, including evening and weekends as scheduled, and at times be on call when issues arrive.
- Ability to lift 30 lbs and work in outdoor, hot, cold and/or rainy conditions.
- Clean background check, driving record, and valid drivers license will be required.

**Compensation:** \$42,000 annual salary plus health, dental, vision, and life insurance.

**To apply:** Resume & 2 page cover letter, complete with reference contact information, to Amanda Edmonds, Executive Director at [apply@growinghope.net](mailto:apply@growinghope.net). Samples of written work—showing writing, management, or planning abilities— also welcome, though not required. Applications reviewed as received; position open until filled.