

## GRANTS COORDINATOR

### ORGANIZATION SUMMARY:

*INSPIRE \* TRANSFORM \* BUILD \* SUSTAIN*

The Pennsylvania Horticultural Society has been a visionary not-for-profit organization in the Greater Philadelphia Region since its founding in 1827. PHS organizes the annual Philadelphia International Flower Show, the world's largest and longest-running indoor flower show, which brings 250,000 visitors and creates a \$61 million economic impact to the city. PHS's Philadelphia Green helps transform lives through revolutionary programs like City Harvest, which has grown and donated 77,000 lbs of fresh produce in three years---helping to feed 1,000 families each week of the growing season. PHS will also lead the new Plant One Million, an ambitious program to plant one million trees in the tri-state region of Pennsylvania, New Jersey and Delaware.

*Mission: The Pennsylvania Horticultural Society motivates people to improve the quality of life and create a sense of community through horticulture.*

### POSITION SUMMARY:

The Pennsylvania Horticultural Society is seeking a grants writer to write proposals for unrestricted operating and restricted project-based support from foundation, corporate and government sources; and to help manage all grant activities and reports. A top priority for the Coordinator will be to work with the Grants Manager to increase organizational support through the identification and research of new funding sources. The grants coordinator must be self motivated and independent with a strong ability to work collaboratively with programs and finance staff. Qualified candidates must have a Bachelor's Degree, a minimum of 1-3 years experience writing winning foundation and government grant proposals (preferably for a large non-profit), excellent interpersonal skills, and a high-energy level. Familiarity with Raiser's Edge or similar Windows-based fundraising database preferred. Salary commensurate with experience.

**TO APPLY:**

Please send a cover letter and resume along with salary requirements and writing samples to:

The Pennsylvania Horticultural Society  
c/o Human Resources  
100 N 20<sup>th</sup> Street  
Philadelphia, PA 19103  
FAX: (215) 988-8810  
Email: [hrphs@pennhort.org](mailto:hrphs@pennhort.org)

To learn more about us, visit [www.phsonline.org](http://www.phsonline.org)

Please no telephone or walk-in inquires. EOE. Only those chosen for an interview will be contacted.