



## Partner Engagement Manager

**The Horticultural Society of New York (The Hort)** seeks an experienced individual with a background in nonprofit work to build strong relationships with government and community organizations. The ideal candidate thrives in unique and diverse environments, enjoys traveling throughout the city, and excels at communicating directly with individuals and groups from diverse backgrounds. This role involves working closely with community members to align on government initiatives and strategies, with a strong commitment to leadership development, community building, and organizing efforts that promote open space equity in New York City.

The mission of The Horticultural Society of New York is to improve human lives through horticulture. Our social service and public programs create green spaces in all neighborhoods as a vital part of social infrastructure, train people for jobs that grow and sustain green communities, and develop fresh approaches to improve New Yorkers' health, well-being, and environment through horticulture.

### Responsibilities

#### Partnership Building

- Act as the primary liaison between Senior Director of Programming, Partnerships and Public Space and community partner organizations.
- Develop and maintain community partner relationships through a city managed contract. Thrives within the context of working for community advancement as part of a city goal.
- Build connections for schools and other local organizations to existing public spaces nearby
- Plan meetings and events around shared topics for those working in and around public spaces in New York City
- Attend meetings and events of partner organizations
- Coordinate with operations and program teams around information and opportunities

#### Engagement

- Support partner organizations in moving public space equity and urban greening agenda forward
- Experience working with and developing capacity for a variety of organizations: volunteer groups, non-incorporated organizations, advocates, community residents, as well as more established organizations
- Build connections for local schools to public spaces
- Organize regional groups into coalitions to build networks Communications and Fundraising
- Research and find opportunities that allow growth for partner organizations based on unique needs
- Support communications with partner organizations around grant opportunities
- Support grant applications with The Hort's Development team

#### Reporting and Tracking

- Develop reports and presentations (qualitative and quantitative data) to highlight community engagement successes for internal or external use
- Develop and implement methodologies for data collection that effectively garners community input and measures success



### Required Qualifications

- 3-5 Years experience working at the cross section of non-profits, community and government building successful collaborations
- The ability to handle sensitive and confidential information
- Excellent communication and coordination skills, including ability to connect with people throughout the New York City region
- Ability to work independently and manage multiple projects and priorities at once
- Excellent attention to detail and deadlines
- Knowledge of NYC neighborhoods
- Comfortable with public speaking
- Ability to work evenings and weekends
- **All employees must be fully vaccinated against COVID-19 before their start date**

### Preferred Qualifications

- Bilingual (English/Spanish preferred)

### Benefits

The Hort offers all Full-Time regular employees a generous leave package including PTO, sick leave, and 10 holidays. Pre-tax benefits include transit, Flexible Spending Account, life insurance policy, medical, dental, and vision insurance. Employees also have access to our Employee Assistance Program.

### Additional Details

Salary Range: \$68,000-\$72,000

Schedule: Monday- Friday (Flexible to Organization Wide events 2 weeks/ year)

Employment Classification: Full-Time Regular

Positions Available: 1

Reports to: Senior Director of Partnerships, Programming, & Public Space

### How to Apply

To be considered, [click here](#) to submit your application and required materials. **Only complete applications will be reviewed.** *No phone calls.*

*Please be advised that due to the high volume of applicants, we can only contact candidates whose skills and background best fit the needs of the open positions. We appreciate your interest in employment opportunities at The Horticultural Society of New York.*

*The Hort is committed to workplace diversity and inclusion. It is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation or any other characteristic protected by federal state or local law.*

*We provide reasonable accommodation to qualified individuals with disabilities to enable them to perform the essential functions of the job. Reasonable accommodations are also available for these individuals*



*during the hiring process. Please email [jobs@thehort.org](mailto:jobs@thehort.org) should you require reasonable accommodation during the hiring process.*