



Grant Officer

The Horticultural Society of New York (“The Hort”) seeks an organized, collaborative, and energetic Grant Officer to run its foundation grants and giving program. This is a redesigned role for a development professional who writes well, manages deadlines reliably, and responsibly uses AI tools to do the work faster and better. The Grant Officer drafts foundation proposals, supports government grant applications, and prepares individual giving appeals, working with the Hort’s AI tools and system and The Hort’s Communications & Strategy Consultant.

The mission of The Horticultural Society of New York is to improve human lives through horticulture. We bring plants into the places where daily life happens, especially in neighborhoods with the least access to green spaces. We turn “unplantable” urban spaces—sidewalks, medians, traffic triangles, and streets—into gardens and plantings that last. We engage communities through learning, wellness, and paid work, so the benefits of plants are more accessible to New Yorkers across our city.

Responsibilities:

Proposal & Appeal Development

- Draft foundation proposals, individual giving appeals, and impact reports, and support government grant applications, combining your own writing with The Hort’s AI tools and systems.
- Work with program managers to gather the program design, metrics, and outcomes that proposals require, and support program staff in shaping logic models and outcome measures where needed.
- Work with the Communications & Strategy Consultant on positioning, narrative, and editorial direction, moving proposals through a structured review process.
- Use AI tools to support research, first drafts, budget narratives, and reporting, while bringing the judgment and organizational knowledge the tools can’t supply.
- Keep voice, factual accuracy, and funder-guideline compliance consistent across submissions.

Funder Relationships & Stewardship

- Manage relationships with The Hort’s established foundation funders, keeping each one informed, appreciated, and well served.
- Coordinate site visits, tours, and touchpoints for funders, prospects, and board members, working with senior leadership.
- Draft tailored acknowledgments, updates, and stewardship communications that keep funders close over time.
- Serve as primary administrator of DonorPerfect, The Hort’s fundraising database, including oversight of gift processing, preparation of donation reports, reconciliation of contributions, and maintenance of accurate, current donor records.



Prospect Research & Pipeline

- Identify new foundation and corporate funding opportunities that fit The Hort's programs.
- Build and maintain a clear, prioritized prospect pipeline.

Grants Management & Compliance

- Own and maintain an accurate grants calendar, with timely submissions, renewals, and reports.
- Track deliverables and metrics commitments across active grants, coordinating with program staff for on-time, compliant reporting.
- Manage grants from application through reporting and close-out.

Program & Budget Partnership

- Work with the Finance team and program staff to build grant budgets and budget narratives.
- Take part in the annual budgeting process, helping match grants and giving opportunities to funding gaps.
- Support the CEO and COO in connecting fundraising work to organizational priorities

Required Qualifications

- 3+ years of grant writing or development experience, ideally in a nonprofit setting.
- Demonstrated ability to write strong foundations and/or government proposals.
- Working fluency with Excel for budget development and tracking.
- Bachelor's degree or equivalent work experience.
- Outstanding writing, research, and communication skills.
- Highly organized and deadline-driven, able to manage a steady calendar of submissions and reports.
- Demonstrated experience building relationships with program officers, funder contacts, and donors.

Preferred Qualifications

- Direct experience using AI tools (Claude, ChatGPT, etc.) in a professional writing or research context.
- Experience with government grants (City, State, or Federal), particularly NYC agency funding.
- Familiarity with donor management platforms (DonorPerfect, Salesforce, Raiser's Edge, or similar).
- Knowledge of NYC philanthropic, civic, and community landscapes.
- Experience with Canva or other design platforms for materials production.



Physical Requirements

- Comfort working on a computer for prolonged periods of time
- Comfort traveling across NYC using public transportation

Additional Details

- Salary Range: \$66,300-\$85,000
- Employment Classification: Full-Time Regular, Exempt
- Schedule: Monday-Friday 9am-5pm with occasional evenings and weekends.
- Reports to: CEO, day-to-day coordination with Communications & Strategy Consultant
- Location: Hybrid

Benefits

The Hort offers all Full-Time regular employees a generous Paid Time Off package, term life insurance policy, and Employee Assistance Program. Pre-tax benefits include transit, Flexible Spending Account, medical, dental, and vision insurance. A 401(k)-retirement plan is available after one year of service.

How to Apply

To be considered, please submit your application, cover letter, and writing sample [here](#). Only complete applications will be reviewed. **Applications must be submitted by June 28, 2026.** No phone calls, please.

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 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 for qualified individuals with disabilities to enable them to perform the essential functions of the job. Reasonable accommodation is also available for these individuals during the hiring process. Please email jobs@thehort.org should you require reasonable accommodation during the hiring process.