



## The Horticultural Society of New York

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### Development Intern

#### **Description:**

The Development Department of the Horticultural Society of New York is seeking a Development Intern who will be available to work 2, 3 or 4 days per week totaling 15-20 hours during either Spring, Summer or Fall semester.

The Society's programs include horticultural therapy for prisoners on Rikers Island, the creation of community urban farms and green gardens, programs that provide transitional employment and vocational training for ex-offenders and at risk youth, horticultural education for elementary students, and a film, lecture and exhibitions series for individuals and members who are interested in gardening and environmental activism. We are located at 148 West 37th Street in a bright office space filled with light and plants, and with the largest horticultural library in Manhattan.

The Development Intern will pursue projects and activities in close collaboration with the Director of Development relating to fundraising within the areas of corporate, foundation, government and major individual gifts. Responsibilities will include researching prospects, proposal writing and assembling of proposals materials, departmental administrative tasks, as well as some public relations and marketing assignments. Along the way, you will gain valuable experience in the field of non-profit fundraising.

The ideal candidate will have completed at least one year or two years of undergraduate school, possess excellent writing and computer skills (including Excel), be well-organized, take initiative, have very strong attention to detail, and an ability to juggle multiple projects. Some development experience and knowledge of the Raiser's Edge database is preferred but not required.

This is an unpaid position offering great learning opportunities. If you are a student, we can arrange for you to receive credit through your college or university.

You can learn more about the Horticultural Society of New York at: [www.hsny.org](http://www.hsny.org).

#### **Application instructions:**

To apply, please send a copy of your resume, a cover letter, and two writing samples to [skerner@hsny.org](mailto:skerner@hsny.org) and include "HSNY web posting" in the subject line. No calls please.