



# PHS

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## **PLANT ONE MILLION PROGRAM MANAGER**

### **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:**

This position oversees the tri-state million tree-planting initiative launched spring 2011. Manages partnerships, leads program development, operations, marketing, PR, and fundraising teams to promote Plant One Million citizen engagement in the Greater Philadelphia region.

### **ESSENTIAL FUNCTIONS:**

Manages overall program planning and administration, team supervision, community engagement, grant-funded projects and contracts. Ensures follow-through on the goals and objectives of assigned projects. Oversees adherence to contractual project obligations, including associated reporting requirements and general program support. Communicates and plans for course corrections if /as needed.

Develops and maintains strong working relationships with federal, state and local government agencies and other relevant organizations, including networking and partnership development with key officials, community leaders, and other representatives and individuals. Convenes regional advisory committee.

Coordinates with PHS Operations staff on tree planting activities in priority target areas, analyzes and reports on seasonal results, and leads planning for annual tree planting seasons.

Coordinates with PHS business development team to create corporate sponsorship opportunities, supports proposals and implementation. Directs implementation of P1M marketing plan including social media, website, events, PR activities.

Coordinates with PHS education department on all citizen training and outreach activities related to Plant One Million and TreeTenders activities.

Manages relationship with USDA Forest Service Field Station Coordinator located at PHS; assists with implementation plan, facilitates research integration with PHS tree activities.

Supervises direct reports and promotes professional development of the team members. Supports cross-collaboration both within the department and in the organization, and facilitates interaction between PHS teams as appropriate.

Provides feedback to PHS management regarding program implementation, future program development, changes in policies and procedures, department staffing needs, changes in staff function, and other departmental issues. Supports the annual work plan and budget preparation process



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Works with PHS program teams to advance organizational goals and objectives including neighborhood capacity building, geographically focused strategies, streamlined neighborhood communications and data collection.

## **EDUCATION, EXPERIENCE AND SKILLS:**

Solid experience in program management and proven ability to achieve goals and objectives.

Effective communication and presentation skills.

Good organizational, networking and coordination skills.

Ability to work effectively with and relate to a wide range of people internally at PHS, and including business executives, non-governmental organizations, state and local government officials, community groups, elected and appointed officials and their support staff.

Ability to analyze problems and develop solutions, guide programs, and maintain schedules.

Demonstrated experience with Microsoft Outlook, Word, Excel, and PowerPoint as well as knowledge of budgeting and financial administration.

College degree in Forestry, Regional Planning, Landscape Architecture, Environmental Studies or related field; advanced degree preferred.

Technical background related to urban open space revitalization and ecological restoration and 5 to 7 years experience in the field.

Valid drivers license and clean, safe driving record required.

Familiarity with Greater Philadelphia region, State and Federal environmental programs, funding and policies, latest research, tools and technology in the fields of urban forestry, reforestation, riparian restoration, ecosystem management, a plus.

## **TO APPLY:**

Please send a cover letter and resume 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.