

Montgomery Housing Partnership (MHP) is seeking a full-time **Development Associate** to serve in the Fundraising/Advancement Department.

**Who we are:** MHP is an active and growing nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality homes to meet the growing need for affordable housing in Montgomery County and neighboring communities. MHP's community-based projects and programs include providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in communities impacted by economic challenges and mass transit construction.

**Summary Job Description:** Reporting to the Director of Advancement, the Development Associate provides support to all departmental efforts, including donation processing, event coordination, and capital campaign (currently in planning phase).

#### **Primary Responsibilities:**

- Manages the eTapestry database by entering donor meeting notes, keeping track of gift commitments, including multi-year and planned gifts, and running monthly gift reconciliation with accounting.
- Runs database queries and reports as requested.
- Provides administrative and logistical support for fundraising/cultivation meetings and events, including quarterly Building Dreams Tours (once it is safe to resume in-person tours), annual donor thank you reception, golf tournament, benefit breakfast, backpack and toy drives, as well as ribbon-cuttings and groundbreakings.
- Develops meetings and event concepts and supports virtual events, when needed.
- Manages the fundraising calendar, and provides necessary support, by ensuring that fundraising events, meetings, and mailings are scheduled in a way that is coordinated with the overall MHP annual events and meetings schedule.
- Manages the gift acknowledgment process.
- Conducts funder prospect research.
- Assists with donor stewardship and communications.
- Manages major donor correspondence, including formatting, printing, and mailing letters, documents, and materials.
- Performs additional duties as assigned.

#### **Qualifications:**

- At least three years of progressively responsible experience as an Executive Assistant, Event Planner, or supporting a fundraising department, or an equivalent combination of education, experience, and training.
- Proficiency with MS Office Suite (Outlook, Word, Excel, PowerPoint).
- Experience with database management (eTapestry preferred).
- SharePoint experience preferred.

- Demonstrated interpersonal skills to handle sensitive and confidential situations requiring poise, tact, and diplomacy.
- Ability to interact and communicate professionally with individuals at all levels of the organization.
- Excellent written and oral communication skills, including public speaking.
- Detail-orientated, well organized, and a reliable team player.
- Strong ability to establish priorities and meet deadlines.
- Ability to work in a fast-paced environment and juggle multiple competing tasks and demands.
- Strong ability to take initiative and work independently on tasks with minimal supervision.
- Passionate about the MHP mission: affordable housing and helping those in need.
- Appreciation for and ability to work with a diverse variety of individuals.

**Compensation:** Salary will be based on applicable experience.

**Application Process:** To apply, please submit your resume, a one-page cover letter, and salary requirements, to [hrjobs@marcumllp.com](mailto:hrjobs@marcumllp.com). Please include the job title “**Development Associate**” in the subject line of your email. The cover letter should address why you’re excited to work at Montgomery Housing Partnership, why you’re qualified for this position, and what you hope to gain from this position.