

Montgomery Housing Partnership (MHP) is seeking a MAJOR GIFTS DIRECTOR (MGD). The Major Gifts Director (MGD) reports to the Vice President of Advancement (VP). The MGD works closely with the VP, President and Campaign Counsel to develop and implement strategies for growing MHP's philanthropic revenue program, with a special emphasis on MHP's recently launched \$20M comprehensive capital campaign.

Who we are: MHP is an active and growing nonprofit organization, that was founded in 1989 and 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.

The MGD manages relationships with select donors, oversees the annual giving calendar, implements a progress reporting system, develops print and email communications, and personally requests gifts from key Circle of Builders donors and prospects. The MGD also supports the overarching fundraising program, including events and special projects.

Roles and Responsibilities (75% Donor Management, 25% Administration)

Leadership, Solicitation, and Donor Relationship Building

- Vital member of the Advancement team
- In concert with VP, staffs the Campaign Cabinet/Task Force
- Develops goals and strategies for fundraising growth
- Manages a portfolio of 30 – 40 Circle of Builder donors (\$1,000+ supporters)
- Identifies, researches, cultivates, solicits and stewards key potential and current donors, e.g. promoting donor involvement in MHP activities
- Solicits select current donors and prospects

Management, Administration, and Production

- Annual Benefit Breakfast: partners with Board Members and Circle of Builder donors to recruit attendees and helps to secure corporate sponsorships
- Assists with maintaining accurate donor data records, including entering all donor moves and interactions in MHP's Customer Relationship Management (CRM) system
- Produces donor reports as needed

Event Management and Progress Reporting

- Assists with and attends donor cultivation and stewardship Advancement events

Qualifications

Note: This position requires 5 – 7 years of experience in the fundraising department of a nonprofit organization.

- Strong proponent of MHP's crucial mission.
- High level of creativity, initiative, and motivation.
- Ability to develop and implement a sound strategic annual fundraising plan to increase MHP's philanthropic revenue.
- Robust organizational skills, including the ability to multi-task with attention to detail and accuracy; organize tasks; establish objectives; and prioritize and achieve goals.
- Proficiency in Word and Excel required, SharePoint preferred. Prospect research database experience a plus.
- Awareness of donor prospect management methods and software, and the ability to learn new software quickly. Note: MHP uses eTapestry.
- Excellent interpersonal and written communication skills.
- Capital campaign experience highly desirable.
- Committed to ethical fundraising, handling confidential donor information with integrity and sensitivity.
- Dedicated to ongoing professional growth and relevant skill development.

Compensation range: \$80,000 - \$120,000, based on experience

Application Process: Please submit your resume and cover letter by email to: Goldman@driwaterstonehc.com. Please include the job title "MAJOR GIFTS DIRECTOR" in the subject line of your email.