

Advancement Associate

ABOUT MHP

At MHP, we are dedicated to making home possible. Since 1989, MHP has been preserving and expanding access to quality affordable housing. MHP is a private nonprofit that provides more than 2,800 homes in Montgomery County, MD, and surrounding communities. We accomplish our mission by housing people, empowering families, and strengthening neighborhoods. Learn more at mhpartners.org

ABOUT THE JOB

Position Summary:

The Advancement Associate plays a vital role within the MHP Advancement Department. The Associate reports to the Vice President of Advancement, manages the MHP fundraising database, including donation processing, and provides support for MHP grants efforts.

Responsibilities:

- Responsible for eTapestry database management. Enters donor meeting notes, keeps track of gift commitments, including multi-year and planned gifts, and runs monthly gift reconciliation with accounting.
- Runs database queries and reports as requested.
- Manages gift acknowledgment process.
- Conducts funder prospect research.
- Assists with donor stewardship and communications and manages major donor correspondence, including formatting, printing, and mailing letters, documents, and materials.
- Manages the general advancement mailboxes (advancement, friendsofmhp, events).
- Supports the efforts of the Grants Manager, including gathering and uploading documents and online grant applications and preparing select grant applications and reports, supports grants through their life cycle, and other tasks as needed.

- Other duties as assigned.

Qualifications:

- Bachelor's Degree, preferred major in English or fundraising, or a combination of experience and education.
- Two to three years of work experience supporting a fundraising department. Experience with grants preferred.
- 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 interpersonal, written, and oral communication skills.
- Detail orientated, well organized, and a reliable team player.
- Strong attention to detail with ability to establish priorities and meet deadlines.
- Ability to work in a fast-paced environment and juggle multiple competing tasks and demands.
- Passionate about the mission of MHP, affordable housing, and helping those in need.
- Appreciation for and ability to work with a diverse variety of individuals.
- Knowledge of neighborhood planning and community revitalization techniques is desired, but not required.
- Familiar with grants, resources, and tools for community development and neighborhood revitalization.
- Familiarity with planning, zoning, and development laws, regulations, and processes
- Strong managerial and supervisory skills.
- Strong public speaking skills.
- Strong writing and editing skills.
- Must have own transportation.
- BA required; MBA/MS or similar preferred.

Featured Benefits

- Medical insurance
- Vision insurance
- Dental insurance
- Disability insurance
- 401(k)

Contact Lina Davila to apply: (202) 227-4335 Lina.Davila@marcumllp.com

