

DEPARTMENT: Advancement
FLSA: ()Non-Exempt (X)Exempt
POSITION TYPE: (X)Reg. FT ()Reg. PT ()Temp
REPORTS TO: Grants Manager
LAST REVIEWED: 3/2025

ADVANCEMENT ASSOCIATE

Position Summary:

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

Responsibilities:

- **Donation acknowledgement and database management (30%):**
 - 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.
 - Ensures accurate data entry.
 - Updates thank you letters, policy and procedure documents, and reports as necessary.
 - Runs database queries and reports as requested and formats them for use by other stakeholders.
 - Manages gift acknowledgment process.
- **Grant process assistance (50%):**
 - Supports the Grants Manager in tracking deadlines, updating grant records, and maintaining internal systems (including Instrumentl and SharePoint).
 - Assists with funder prospecting by reviewing Instrumentl matches, researching new opportunities, and logging relevant details.

- Provides administrative support throughout the grant lifecycle, including uploading documents, organizing files, and helping prepare submission materials.
- Contributes to drafting and editing basic narrative content for grant applications and reports, with guidance and review from the Grants Manager.
- Participates in ongoing efforts to improve grant processes and maintain clear, organized documentation for compliance and reporting.
- Supports the efforts of the Grants Manager, including gathering data and uploading online grant application materials, supports grants through their life cycle, and other tasks as needed.
- Manages the grants database (Instrumentl).
- **Other advancement department support (20%):**
 - 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, friends of mhp, events).
- 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 and Instrumentl 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.
- Experience copy writing or editing preferred.
- 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.