

Montgomery Housing Partnership (MHP) is seeking a qualified **ADVANCEMENT ASSOCIATE** to support our Fundraising/Development team.

Who we are: 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 www.mhppartners.org

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.

Education/experience requirements:

- 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.

Job Type: Full-time; Hybrid (3 days/week in-office, 2 days remote)

Compensation: Salary will be based on relevant experience, range \$58,000 - \$65,000, annual equivalent. MHP offers a competitive benefits package including healthcare programs, flexible spending accounts, 403(b) retirement match, and paid time off.

Application Process: To apply, please submit your resume, and cover letter with salary requirements, to: stacy.johnson@maggiorehr.com. Please include the job title "**Advancement Associate**" in the subject line of your email.