

MHP is seeking a DEVELOPMENT ASSOCIATE that plays a vital role within the MHP Advancement Department. The Associate reports to the Director of Advancement and supports all departmental efforts, including donation processing, event coordination, and capital campaign (currently in the planning phase).

Who we are: MHP is an active and growing non-profit organization founded in 1989 that develops, acquires, rehabilitates, and builds quality apartment homes to meet the growing need for affordable housing in the Washington D.C. region. 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 neighborhoods where affordable housing is located.

Responsibilities include:

- Responsible for E-Tapestry 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.
- 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 thanks you reception, golf tournament, benefit breakfast, backpack, and toy drives, as well as ribbon-cuttings and groundbreakings. Develops concepts and supports virtual events when needed.
- Responsible for a fundraising calendar and necessary support. Ensures that fundraising events, meetings, and mailings are scheduled in a way that is coordinated with the overall MHP annual events and meetings schedule.
- Manages gift acknowledgment process.
- Conducts funder prospect research.
- Assists with donor stewardship and communications and manages significant donor correspondence, including formatting, printing, and mailing letters, documents, and materials.
- 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 (E-Tapestry 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, including public speaking.
- Detail-orientated, well-organized, and reliable team player.
- Strong attention to detail with the 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.

Job Type: Full-time

Compensation: Salary will be based on relevant experience. MHP offers a competitive benefits package, including medical programs, flexible spending accounts, 403(b) retirement matches, and paid time off.

Work Location: Hybrid Schedule.

Application Process: To apply, please submit your cover letter and resume, with salary requirements, to: hrjobs@marcumllp.com and lina.davila@marcumllp.com. Please include the job title "DEVELOPMENT ASSOCIATE" in the subject line of your email.