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Montgomery Housing Partnership (MHP) is seeking a **DEVELOPMENT ASSOCIATE** to provide support to the fundraising department, including donation processing, capital campaign, and event coordination.

**Who we are:** Montgomery Housing Partnership, Inc. (MHP) is an active and growing nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality apartment homes to meet Montgomery County's growing need for affordable housing. MHP's community-based projects and programs includes 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 troubled communities impacted by foreclosures and economic downturn.

**Summary Job Description:** The Development Associate reports to the Director of Advancement and provides support to all fundraising department efforts, including donation processing, capital campaign, and event coordination. Primary responsibilities include:

- Assists with donor stewardship and communications and manages capital campaign prospect correspondence, including formatting, printing, and mailing letters, documents, and materials.
- Responsible for database data entry to include gift entry. Maintains the donor database, enters donor meeting notes, keeps track of gift commitments, including multi-year and planned gifts.
- Runs database queries and reports as requested.
- Provides administrative and logistical support for fundraising/cultivation meetings and events, including monthly campaign volunteer meetings and quarterly small receptions, quarterly Building Dream Tours, annual donor thank you reception, golf tournament, benefit breakfast, backpack and toy drives, as well as ribbon-cuttings and ground-breakings.
- Responsible for 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, including processing Community Investment Tax Credit donations.
- Additional duties as assigned.

**Qualifications:** Minimum of 3 years of progressively responsible experience as an executive assistant, event planner, or fundraising support; or an equivalent combination of education, experience and training. 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, including public speaking. 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.

**Compensation:** Salary will be based on applicable experience.

MHP offers a competitive benefits package including healthcare benefits, flexible spending accounts, 403(b) retirement matches, and generous paid time off.

**Application Process:** To apply, please submit your cover letter and resume, with salary requirements, to: [HRJobs@marcumllp.com](mailto:HRJobs@marcumllp.com). Please include the job title "Development Associate" in the subject line of your email.