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Montgomery Housing Partnership (MHP) is seeking a **GRANTS & MAJOR GIFTS ASSOCIATE** responsible for researching potential grant opportunities and prospective major donors in support of MHP's fundraising efforts.

Montgomery Housing Partnership, Inc. (MHP) is an active and growing non-profit 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.

Job Summary:

The Grants & Major Gifts Associate works with the Director of Fundraising to research, prioritize, draft and apply for grants from a wide range of governmental, private and public foundations and institutions. The Associate will also be assisting in the identification and qualification of prospective major donors using internet resources and other research tools.

Primary Responsibilities:

- Researches institutional, foundation and family foundations for program funding areas aligned with MHP's mission and work.
- Provides timely advice and information on funding opportunities, requirements and procedures; collaborates in defining and implementing project funding strategies.
- Prepares grant applications for submittal and prepares reports as required by granting agencies.
- Tracks submissions and grant awards; develops and manages a grants-applications and reporting calendar.
- Liaisons as needed between local and regional funding agencies and groups; participates in meetings and discussions regarding awards and donations.
- Works with Communications & Volunteer Manager on messaging and donor engagement opportunities.
- Ensures timely acknowledgement of all individual donors.

Qualifications:

- Bachelor's degree in English or related field.
- Minimum of 3 years of related experience, with at least 1 year grant writing experience; or equivalent combination of education and experience which provides the skills, knowledge and abilities to perform assigned tasks.
- Familiarity with fundraising software, preferably Donor Perfect.
- Experience working with non-profits is preferred.
- Excellent writing, research, analytical and organizational skills.
- Ability to communicate clearly and effectively.
- Proficient with MS Office software, and internet proficiency to research grant and major donor opportunities.
- Ability to multi-task on numerous projects, large and small, in both collaborative and independent situations, and work under pressure to meet deadlines for grant opportunities.
- Excellent interpersonal skills and the ability to work effectively with people at all levels and positions.

Compensation: Salary will be based on applicable experience.

Application Process: To apply, please submit your cover letter and resume, with salary requirements, to: mhpartners@hotmail.com. Please include the job title "Grants & Major Gifts Associate" in the subject line of your email.