

POSITION DESCRIPTION

MARKETING AND VOLUNTEER COORDINATION MANAGER MONTGOMERY HOUSING PARTNERSHIP, INC.

Organizational Overview: Montgomery Housing Partnership (MHP) is the leading private nonprofit housing organization in Montgomery County. Its mission is to preserve and expand quality affordable housing in Montgomery County. This is accomplished by acquiring, rehabilitating, building and managing quality affordable housing; enhancing the vitality of the neighborhoods in which affordable housing is located; and developing and implementing community life programs in those neighborhoods. MHP has a growing staff of 23 persons and is located in Silver Spring, Maryland.

Position Summary: This position serves as the primary communication/public relations and marketing staff for MHP. Reporting to MHP's Vice President of Operations, the Manager directs the implementation of MHP's marketing plan and works closely with the Board of Directors, program staff, and volunteers to communicate, advertise and promote MHP's accomplishments, mission and goals. This position is also responsible for the coordination of volunteer activities.

Primary Duties:

- Oversees marketing/communications strategy and development of all public relations, communication/marketing materials for MHP, including preparing speeches/remarks, press releases, annual report, brochures, newsletters, written documents, website content and other collateral materials.
- Organizes and staffs press opportunities for MHP's President, Board of Directors and program staff. Provides support to MHP's President and Board of Directors in their roles as primary spokespersons for the organization.
- Develops and implements proactive communication outreach and positioning strategies to promote MHP's programs, services and achievements.
- Develops relationships with press and media organizations (reporters, editors, producers) to enhance opportunities for communicating MHP activities and achievements.
- Oversees development and updating of MHP's website and provides content material.
- Serves as staff photographer and is responsible for collecting and storing photos.
- Coordinates the design of property and event signage.

- Organizes and staffs special events, including property ribbon cutting events, holiday toy drive, and annual golf tournament.
- Staffs, in coordination with Director of Fundraising, all workplace giving events.
- Develops volunteer program, including recruitment and cultivation of volunteers to assist on a variety of MHP projects.

Qualifications:

- College graduate (B.A.), preferred major in communications, marketing, or public relations.
- Three to five years of steady work experience in marketing/ communications.
- Strong oral and written communication skills.
- Ability to think strategically and make decisions to organize/prioritize daily work.
- Comfortable working in a “small shop” environment, handling multiple tasks simultaneously with minimal staff/administrative support.
- Interest and/or experience in the nonprofit sector, housing issues.
- Good listener, cooperative team player.
- Willingness to commit to and share MHP’s mission and goals.

MHP is an Equal Opportunity Employer. Minorities and persons from underrepresented groups are strongly encouraged to apply.

Please send cover letter, resume, salary history, and references to MHP Communications Position, MHP, 12200 Tech Road, Suite 250, Silver Spring, MD 20904 or e-mail to smiddleton@mhpartners.org. **No calls please.**