Job Summary:
The Development Associate plays a vital role within the MHP Advancement Department. This full time, exempt role will report to the Director of Advancement and provide support to all departmental efforts, including donation processing, event coordination, and the capital campaign (currently in planning stages).

Who we are: MHP is an active and growing nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality homes to meet the growing need for affordable housing in Montgomery County and neighboring communities. 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 communities impacted by economic challenges and mass transit construction.

Primary Responsibilities:
• 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.
• Runs database queries and reports as requested.
• Provides administrative and logistical support for fundraising/cultivation meetings and events, including quarterly Building Dreams Tours, annual donor thank you reception, golf tournament, benefit breakfast, backpack and toy drives, as well as ribbon-cuttings and groundbreakings. During an active campaign phase, this will include monthly campaign volunteer meetings and quarterly small receptions. Develops concepts and supports virtual events, when needed.
• 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
• Conducts funder prospect research, including for grants.
• Assists with donor stewardship and communications and manages capital campaign prospect correspondence, including formatting, printing, and mailing letters, documents, and materials.

Qualifications:
• At least three years of progressively responsible experience as an executive assistant, event planner, or supporting fundraising department, 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.

Personal Attributes:
• 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.

Application Process: To apply, please submit your cover letter and resume, with salary requirements to hrjobs@marcumllp.com. Please include the job title “Development Associate” in the subject line of your email.