



## Major Gifts Director Silver Spring, MD

# Our Mission



We are MHP, a non-profit organization serving more than 4,000 residents of Montgomery County and neighboring communities by providing more than 2,600 quality affordable homes. We are a nongovernmental entity. The organization is committed to housing people, empowering families, and strengthening neighborhoods. Since 1989, MHP's mission has been to preserve and expand access to quality, affordable housing.

We advance our mission through three key strategies:

- By acquiring, rehabilitating, building and managing quality [affordable housing](#).
- By developing and implementing [community life programs](#) to improve the quality of life and increase opportunities for our residents.
- By collaborating with concerned citizens and businesses, public officials and community organizations to [build strong, vital neighborhoods](#).



# Our Values

At MHP, we believe in:

**Integrity:** We hold ourselves to high standards of conduct and fairness.

**Excellence:** We support growth, welcome innovation and value achievement.

**Accountability:** We honor our commitments.

**Communication:** We value open, frank, and respectful dialogue within and across departments.

**Teamwork:** Everyone works collaboratively in support of MHP's mission.

**Diversity:** We actively seek a broad set of perspectives and cultures and respect the differences and expertise that each person brings.

# Diversity and Inclusion

**MHP has a deep commitment to diversity, equity, and inclusion among its staff, board, and residents.**

As part of this commitment, we seek to foster empathy, compassion, teamwork, and excellence in how we work and achieve our mission.

We actively seek a broad set of perspectives and cultures and respect the differences and expertise that each person brings.

To build and sustain a diverse community, MHP proactively addresses equity and inclusion in its policies, programs, and practices.



## Our Origin

In the summer of 1988, Reverend Lincoln “Lon” Dring, Executive Director of Community Ministry of Montgomery County (now known as Interfaith Works), and Peg McRory, a housing activist, gathered a number of friends and acquaintances together around Peg’s dining room table to search for solutions to the lack of affordable housing in Montgomery County. This small group decided to form a non-profit housing organization that could work with the local government and the community to address affordable housing issues.

In 1989, Montgomery Housing Partnership (MHP) was incorporated and shortly thereafter, Norman Christeller, just retiring as chair of the Planning Board, agreed to serve as the first president. The first Board of Directors was chaired by Bill Murry and included members of the River Road Unitarian Church (RRUC) and prominent homebuilders Tony and Tom Natelli. In 1991, Norm moved to chair of the board and Tad Baldwin, a housing consultant, was asked to become president.

From 1990 to the present, MHP has continued its mission of expanding affordable housing with the acquisition of older run-down multi-family buildings in Montgomery County, expanding into Hyattsville in Prince George’s County and in the District of Columbia. MHP acquires and rehabilitates these buildings and leases them to low- and moderate-income families.

## Community Life Program Help

Community Life Program Helps Residents Build Better Lives: Whether helping kids excel in school or providing adults with job training, MHP Community Life Programs support the growth and development of all residents, including the need to have fun. Established in 1997, these programs offer children an award-winning homework club, computer lab access, holiday parties, back to school supplies, summer camps, and cultural outings. Adult programs include health promotions and fairs.

## Neighborhoods Program Strengthens Communities

Neighborhoods Program Strengthens Communities: Since 1997, MHP has offered a unique, award winning community development program conducted in partnership with the Montgomery County Department of Housing and Community Affairs that addresses the needs of targeted neighborhoods. Services include formation of neighborhood associations, identification of issues, problem solving and neighborhood infrastructure upgrades.



## The Opportunity

The Major Gifts Director (MGD) reports to the Vice President of Advancement (VP). The MGD works closely with the VP, President, and Campaign Counsel to develop and implement strategies for growing MHP's philanthropic revenue program, with a special emphasis on MHP's recently launched \$20M comprehensive capital campaign. The MGD manages relationships with select donors, oversees the annual giving calendar, implements a progress reporting system, develops print and email communications, and personally requests gifts from key Circle of Builders donors and prospects. The MGD also supports the overarching fundraising program, including events and special projects.

### Key responsibilities include:

#### *Leadership, Solicitation, and Donor Relationship Building*

- ❖ Serve as a vital member of the Advancement team
- ❖ In concert with VP, staff the Campaign Cabinet/Task Force
- ❖ Develop goals and strategies for fundraising growth
- ❖ Manage a portfolio of 30 – 40 Circle of Builder donors (\$1,000+ supporters)
- ❖ Identify, research, cultivate, solicit, and steward key potential and current donors, e.g., promoting donor involvement in MHP activities
- ❖ Solicit select current donors and prospects

#### *Management, Administration, and Production*

- ❖ Annual Benefit Breakfast: partner with Board Members and Circle of Builder donors to recruit attendees and help to secure corporate sponsorships
- ❖ Assist with maintaining accurate donor data records, including entering all donor moves and interactions in MHP's Customer Relationship Management (CRM) system
- ❖ Produce donor reports as needed

#### *Event Management and Progress Reporting*

- ❖ Assist with and attend donor cultivation and stewardship Advancement events





# The Candidate

In a hybrid work environment, the Major Gifts Director partners with the President, VP of Advancement, and Campaign Counsel to develop and implement strategies for MHP’s groundbreaking 3-year \$20M comprehensive capital campaign – which has reached nearly 40% of the campaign goal just 10 months in – and its growing philanthropic revenue program. The Director manages relationships with select donors, including asking for philanthropic gifts from current and prospective Circle of Builders (\$1k+ commitment annually for 5 years). The Director reports to the VP, and works closely with the President, Campaign Counsel, and key leadership volunteers including Board and Campaign Task Force members.

## Background

- ❖ At least five to seven years of fundraising experience at a non-profit organization.
- ❖ Knowledge of affordable housing sector a plus.

## Fundraising Skills and Accomplishments

- ❖ Committed to ethical fundraising, handling confidential donor information with integrity and sensitivity.
- ❖ Ability to develop and implement a sound strategic annual fundraising plan to increase MHP’s philanthropic revenue.
- ❖ Record of working with individual donors, building existing relationships and growing new ones, and successfully managing a donor portfolio.
- ❖ Awareness of donor prospect management methods and software, and the ability to learn new software quickly (MHP uses eTapestry). Prospect research database experience a plus.
- ❖ Capital campaign experience highly desirable.
- ❖ Record of developing and executing a strategic plan a plus.

## Personal Characteristics and Leadership Style

- ❖ Strong commitment to MHP’s mission.
- ❖ A self-starter with the capability to wear multiple hats.
- ❖ Robust organizational skills, including the ability to multi-task with attention to detail and accuracy; organize tasks; establish objectives; and prioritize and achieve goals.
- ❖ Proficiency in Word and Excel required, SharePoint preferred.
- ❖ High level of creativity, initiative, and motivation.
- ❖ Dedicated to ongoing professional growth and relevant skill development.
- ❖ Excellent interpersonal and written communication skills.





Applications should be submitted at  
<https://driwaterstonehc.com/position/major-gifts-director>

All first-round interviews for this position will take place via video conference with DRiWaterstone.

DRiWaterstone is an executive search firm that recruits senior leaders for non-profit and social enterprise organizations

Montgomery Housing Partnership provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.