

Mission First Housing Group Job Description

Entity:

Mission First Housing Group

Program/Department:

Fundraising & Communications

Job Title:

Fundraising Associate

Reports to:

Director of Philanthropy & Communication

Position Summary

Mission First Housing Group is seeking a dynamic Fundraising Associate, a critical position in its four-member Fundraising & Communications Department. Reporting to Mission First's Director of Philanthropy & Communication, the Fundraising Associate will focus on two key areas:

1. A majority of this position will be dedicated to identifying and pursuing grant opportunities to support existing and planned program activities.
2. This position will also support Mission First's efforts to develop its individual giving program.

The Fundraising Associate will maintain flexibility so as to provide support on other departmental work, such as fundraising events and communications activities, as needed.

Mission First Housing Group is a nonprofit organization committed to ensuring everyone has access to a safe, affordable place to call home. Founded in 1989, Mission First develops and manages affordable, equitable, safe, sustainable homes that support residents and strengthen communities. Today we provide affordable homes to more than 5,500 individuals in over 4,000 apartments across the mid-Atlantic region. Our Resident Services department complements our housing development and management work by providing support for residents to live independently, overcome challenges and meet individual and family goals.

A qualified candidate will have experience with the entire grants process, including prospecting, funder relationship management, proposal and budget development, reporting, etc. A qualified candidate will also have an interest in learning about and supporting the development of an individual giving program. Additionally, a qualified candidate will be comfortable working in a fast-paced, collaborative environment, assuming oversight for both the maintenance *and* growth of a grants program as a critical fundraising *revenue stream*.

Duties and Responsibilities

- Work closely with the Director of Philanthropy & Communication and executive staff to formulate an overall strategy for increasing support from foundations, corporate donors and public sector sources.
- Develop written proposals/grant applications to foundations and corporate donors. This will include developing written case statements and narrative responses, as well as compiling necessary attachments and meeting all other submission requirements.
- Maintain accurate and up-to-date electronic records of all foundation and corporate funders and prospects.
- In partnership with program and executive staff, develop applications (both new funding applications and renewals), to public sector funding sources, e.g., HUD, PA Housing Finance Agency, City of Philadelphia and others.
- Collect, analyze, and report data on the performance of the program activities that are funded by public and private sources.
- Work with program and finance staff to compile financials and other data, and develop budgets for grant applications.
- Manage the proposal submission process to ensure timely submission of all required materials, and maintain a grants calendar in the fundraising database, NEON.

- Conduct prospect research to identify, cultivate and solicit new grants.
- Develop and maintain relationships with foundation program officers and local governmental staff.
- Closely monitor progress of the annual grants strategy to meet fundraising goals, working with the Director of Philanthropy & Communication to adjust the strategy as needed.
- Create reports for the Board and staff regarding grant information, progress and giving analyses.
- Perform other duties, including:
 - Supporting the development and expansion of an individual giving program for Mission First. This could include activities such as:
 - Working with the Director of Philanthropy & Communication and the Communications & Special Event Manager to conceptualize, plan and implement individual giving appeals.
 - Maintaining donor records in the fundraising database, performing regular maintenance, e.g., deduping records, in the fundraising database, managing donor communications such as thank-you letters and gift receipts and other activities in support of this work.
 - Providing support, as needed, on special event production.
 - Providing support, as needed, on internal/external communications produced by the Fundraising and Communications Department, e.g., writing content for external e-newsletters, managing social media posts, etc.

Skills Required

- Excellent written and verbal communication skills.
- Ability to translate complex ideas into meaningful language and messages for all audiences, and to develop written case statements and similar material in clear, concise and compelling language.
- Strong editing and proofreading skills.
- Demonstrated ability to develop successful grant proposals.
- Experience working in a donor database, including entry and maintenance of data and pulling reports to review and analyze giving trends.
- Able to work independently without close oversight, but also as a team player who will productively engage with others at varying levels of seniority within and outside of Mission First.
- A professional and resourceful style: an energetic self-starter with the ability to take initiative, and to manage multiple tasks and projects, as well as flexible with the ability to adapt to changing priorities.
- Strong organizational skills, attention to detail, and ability to multi-task and operate in a deadline driven environment.
- High proficiency in all areas of Microsoft Office to include Outlook, Word, Excel and PowerPoint.

Education/Experience:

- Bachelor's degree required
- 3-5 years of experience in research and grant writing within a nonprofit organization

To apply, please forward resume to Cavery@missionfirsthousing.org.