

Date Posted: 04/22/13

Job Opportunity Posting

Job Title:	Veteran & Housing Service Director/ Grant Writer and Campaign Director
Employer/ Agency:	Career and Recovery Resources
Job Description:	<p>Provides compliance monitoring, reports to, and cultivates funders and potential funders, especially in the areas of Veteran & Housing Services, Capital Campaign, and any other sources related to the Houston/Harris County Coalition for the Homeless and Continuum of Care, including some involvement in all in DOL-, HUD-, TDHCA-, and VA-funded grants. Identifies grant opportunities to benefit existing or potential clients, and writes winning proposals and/or contracts to sources in the public sector, private individuals and foundations, corporations, and other potential funding sources. Serves as a Member of the CEO Management Team. Supports all aspects of the agency's Capital Campaign and assists in the implementation of the Barrier Breaker Award Luncheon and the agency Annual Report. Partners with the Development Coordinator to produce certain funding proposals and reports, including, Foundations, DOL-, HUD-, TDHCA-, and VA-funded grants.</p>
Qualifications:	<p>Education: Bachelor's degree in Communications, English or Journalism or equivalent relevant experience. Experience: Minimum three to five years' experience including marketing, advertising, and/or public relations in direct mail, print, broadcast, or social service settings. Experience in identifying and directing communications to and from a wide variety of targeted audiences. Demonstrated successful proposal writing history, resulting in major funding awards, in both the private and public sectors. Social service and non-profit experience a priority, including staff supervision, creating and monitoring budgets, and developing new programs. Demonstrated proficiency in MS Office (Word, Excel, Outlook) & Internet Explorer</p>
Salary/Hours:	DOE
Employer/Agency:	Career and Recovery Resources
City, State, Zip:	Houston, TX
Application Method:	<p>Full job descriptions are available at our main facility at 2525 San Jacinto Street (San Jacinto and McGowen). Applicants for either position are asked to complete an agency application, attach resume with contact information for professional references. Email to Jack.Gazelle@careerandrecovery.org.</p>
Opening Date:	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.