

Job Title	DEVELOPMENT ASSOCIATE : SPECIAL EVENTS
Employer/ Agency	SEARCH Homeless Services
Job Description	Works closely with the Development Director, Fundraising Chairs, and Steering Committees to produce events that raise funds and awareness for SEARCH Homeless Services' mission to provide hope, create opportunity, and transform lives. Organization, planning, and timely execution of hundreds of details along the way including vendor negotiations, creating and coordinating promotional materials, revenue and expense tracking and reconciliation, Raisers Edge data entry, and frequent communication/status updates for key players. Major annual events are Picnic in the Park with SEARCH (fall) and SEARCH's Annual Luncheon (spring). Various smaller scale direct events and third party events occur throughout each year as appropriate.
Qualifications	Bachelor's degree required with strong preference for 1-2 years related fundraising experience. Essential skills for success include: relationship management, strong attention to detail, effective prioritization, advanced Excel use, and very polished written & verbal communication. Commitment to SEARCH's mission and values such as the ability to display empathy for clients experiencing homelessness. Ability to work occasional nights and weekends throughout the year required.
Salary/Hours	Based on Education & Experience
Employer/Agency	SEARCH Homeless Services
Address	2015 Congress
City, State, Zip	Houston, TX 77002
Contact Person	Lauren Anderson
Contact Title	HR Generalist
Telephone Number	713-739-7752
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Application Method	Email Resume

Opening Date	07/11/2018
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