

Date Posted: 05/16/12

**University of Houston**  
**Graduate College of Social Work**  
**JOB OPPORTUNITY POSTING**

**Job Title:** Development Associate

**Employer/Agency:** SEARCH Homeless Services

**Job Description:** We have an opening with our fundraising team. Approximately 50% of time dedicated to researching / writing / submitting private foundation and corporate grant proposals to support SEARCH's uncovered expenses. The remaining 50% of the job rotates based on cyclical needs of the larger development team such as cultivating our 5+ consecutive year donors, activities supporting our annual campaign, helping with fundraising special events, helping with major volunteer events / drives, and helping to generate opportunities for our Director of Development and President & CEO to be more visible in the community. We have 3.5 Development Associates at SEARCH and a Development Assistant working to raise a private goal of more than \$3M annually. This close team has fun and works very hard. Excellent writing skills, strong verbal communication, and persistence towards goals essential. UH Honors College graduates especially encouraged to apply.

**Qualifications:** Bachelor's Degree required, English major preferred.

**Salary/Hours:** Full-time, 35-40 hours / week (exempt) \$35K annual + benefits.

**Employer/Agency:** SEARCH Homeless Services  
**Address:** 2505 Fannin  
**City, State, Zip:** Houston, TX 77002

**Contact Person:** Jaime McMinn  
**Contact Title:** Director of Human Resources

**Telephone Number:** 713.739.7752  
**Fax Number:** 713.655.0639  
**Email Address:** hr@SEARCHhomeless.org

**Application Method:** Please e-mail resume and writing sample.

**Opening Date:** Opening is immediate.

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mawjobs@sw.uh.edu](mailto:mawjobs@sw.uh.edu) with the hiring details of your new job opportunity. Thank you***