

Date Posted: 9/08/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Writer

Employer/Agency: Mental Health America of Greater Houston

Job Description: MHA is seeking a high energy professional to assist in revenue planning and procurement to fund annual operations and program budgets. Key responsibilities include working with program directors to develop funding proposals, managing stewardship activity, researching new prospective donors, conducting research for content (including best practices nationally), composing appeal and acknowledgement letters and other fund development materials, populating Raisers Edge database with information and activity related to this position, participating in planning electronic and direct mail appeals, etc.

Qualifications: **Education:** BA/BS required
Years Experience: 5
Skills: Superior command of the English language, record of funded proposals, knowledge of Houston philanthropic community, ability to work independently, impeccable attention to detail, competency with research tools, technology, Raisers Edge.

Salary/Hours: DOE

Employer/Agency: Mental Health America of Greater Houston
Address: 2211 Norfolk, Suite 810
City, State, Zip: Houston, TX 77098

Contact Person: Lynnette Day
Email: lday@mhahouston.org

Application Method: Send resume and cover letter to address above

Opening Date: Immediately

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