

Date Posted: 09/19/2011

**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 is dedicated to researching / writing / submitting private foundation and corporate grant proposals to support SEARCH's uncovered expenses. The remaining 50% of the job focuses on activities that support our annual campaign, facilitating our stakeholder group The Council of Congregations, and helping to generate opportunities for our Director of Development and President & CEO to be more visible / speak 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 works hard. Excellent writing skills, strong verbal communication, and persistence towards goals essential.

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, HR

Telephone: 713-276-3057

Fax: 713-655-0639

Email: hr@searchhomeless.org

Application Method: Please e-mail resume.

Opening Date: Available immediately.