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| Job Title | Development Associate:: Private Grants |
| Employer/ Agency | SEARCH Homeless Services |
| Job Description | Conducts the full range of activities required to draft, submit, and manage successful grant proposals to foundations and corporations that have supported us historically as well as identifying prospects for new sources of funding. Collaborates with our Program Managers, Program Support Team, and Finance Team to gather necessary information to support proposals and to translate operational realities into compelling narratives. Leads stewardship and reporting activities for private grants. Maintains calendar for submission deadlines for all proposals and reports and maintains compliance with calendar. Builds relationships with foundation and corporate donors and prospects. Maintains current records in database and paper and electronic files, as appropriate. Stays informed about SEARCH programs and activities, as well as homeless community news. |
| Qualifications | Related Bachelor's degree required plus 3-5 years' experience in the non-profit sector. Excellent writing and editing skills. Excellent organizational skills and strong attention to detail. Demonstrated ability to prioritize and meet deadlines. Proficient in basic office computing functions. |
| Salary/Hours | M-F 8-5pm Salary Based on DOE |
| 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 |
| Fax Number | 713-739-9201 |
| Email Address | LAnderson@SEARCHHomeless.org |
| Application Method | Email Resume |
| Opening Date | Immediate |

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