

Job Title	Grant Writer
Employer/ Agency	Communities In Schools of Houston, Inc.
Job Description	Write grant proposals and reports to foundations, corporations and other grant-making entities as assigned. Identify and research new grant possibilities. Maintain complete and accurate records of grant submissions and reports, deadlines and grant deliverables.
Qualifications	Bachelor's Degree. Minimum three years' experience in grant writing.
Salary/Hours	\$50,000 Annually / 37.5 hours per week / Full-Time Position
Employer/Agency	Communities In Schools of Houston, Inc.
Address	1235 North Loop West, Suite 300
City, State, Zip	Houston, Texas 77008
Contact Person	Jessica Reyes
Contact Title	Director of Human Resources
Telephone Number	713-654-1515, ext. 125
Fax Number	713-862-4885
Email Address	Jessica@cis-houston.org
Application Method	Please send resumes to: hrresumes@cis-houston.org
Opening Date	August 2, 2017

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.