

<b>Job Title</b>	Development Associate
<b>Employer/ Agency</b>	SEARCH Homeless Services
<b>Job Description</b>	Primary job function is researching / writing / submitting private foundation and corporate grant proposals to support SEARCH's uncovered expenses (at least 50% of time). The remaining responsibilities are typically a rotation of 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. Help our small but mighty Development team raise more than \$3M annually.
<b>Qualifications</b>	Excellent writing skills, strong verbal communication, and persistence towards goals essential. Bachelor's degree in English strongly preferred.
<b>Salary/Hours</b>	Salary Range : \$35K - \$40K
<b>Address</b>	2505 Fannin
<b>City, State, Zip</b>	Houston, TX 77002
<b>Telephone Number</b>	(713) 739-7752
<b>Fax Number</b>	(713) 739-9201
<b>Email Address</b>	<a href="mailto:hr@SEARCHhomeless.org">hr@SEARCHhomeless.org</a>
<b>Application Method</b>	To apply for a position with SEARCH, please email your resume, salary history, and the position's title for which you are interested to: <a href="mailto:hr@SEARCHhomeless.org">hr@SEARCHhomeless.org</a>  SEARCH is unable to discuss job opportunities by phone. Phone calls made to SEARCH regarding job postings cannot be returned. Emailing is the best way to apply for a position and to have the application reviewed.
<b>Opening Date</b>	12/22/14 Positions remain posted until filled. The preferred format for resumes is Microsoft Word documents.

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 [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.