

Job Title	PA (Public Affairs) Development/Fundraising Specialist
Employer/ Agency	The Harris Center for Mental Health and IDD Public Affairs and Development Department
Job Description	Responsible for providing support to the Director in all aspects of development and fundraising activities. Responsible for maintaining and managing databases, conducting research, assisting with grant writing, assisting with donor stewardship, assisting with event planning and coordination, creating publications, handling logistics for various activities, and other duties as needed.
Qualifications	Requires Bachelor's degree and 1 year minimum of related development/fundraising experience in a not-for-profit, government, or academic setting. A writing test will be administered as part of the in-person interview.
Salary/Hours	
Employer/Agency	The Harris Center for Mental Health and IDD Public Affairs and Development Department
Address	
City, State, Zip	
Contact Person	
Contact Title	
Telephone Number	
Fax Number	
Email Address	
Application Method	Direct link to job posting: http://www.mhmraharris.org/EmploymentList.asp?JobTitle=637&JCID=28
Opening Date	

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 with the hiring details of your new job opportunity. Thank you.

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