

Job Title	Development Associate for 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
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Email Address	LAnderson@SEARCHHomeless.org
Application Method	Email Resume
Opening Date	05/16/2018