

Date Posted: 10/29/09

University of Houston  
Graduate College of Social Work

**JOB OPPORTUNITY POSTING**

**Job Title:** Grant Writer

**Employer/Agency:** Catholic Charities

**Job Description:** Our Development and Communications team has an exciting opportunity for a Grant Writer at our offices in Houston, TX. This individual will be responsible for assisting with the implementation of organizational fund development strategies. Responsibilities will include 1) writing fund proposals and reports; 2) researching potential funding sources; and 3) assisting with data management.

**Qualifications:** Ideal candidates will have: 1) a Bachelors degree; 2) three years grant writing experience, preferably within a social services environment; and 3) Intermediate level knowledge of MS Word and database programs, preferably Raisers Edge.

**Hours:** Full Time  
**Salary:** Based on experience  
**Employer/Agency:** Catholic Charities  
**Address:** 2900 Louisiana  
**City, State, Zip:** Houston, TX 77006  
**Telephone:** 281-357-0407  
**Fax:** 713-533-9835  
**Email Address:** hr@catholiccharities.org  
**Contact Person:** Kimberly Parasco  
**Contact Title:** Recruiter

**Application Method:** Applicants are asked to send a resume, two sample proposals (which may be altered to eliminate sensitive information), and a salary history and/or salary requirements to hr@catholiccharities.org.

**Opening Date:** Immediately

*If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity. Thank you*