
PLOUGHSHARES FUND

To help support and grow our work, Ploughshares Fund seeks a contract grant writer to work part time on existing and new grants ranging in size from \$25,000 - \$1,000,000. The right person will be a compelling writer with proven experience working with foundations; someone who is able to support existing institutional relationships while spending some time prospecting for new funding.

Our dynamic organization will make it easy for you to help us raise money. Ploughshares Fund is a publicly supported foundation that funds, organizes and innovates projects meant to ensure that a nuclear weapon can never be used again. Since 1981, Ploughshares Fund has led and supported a community of experts, advocates and analysts to implement smart strategies to reduce and ultimately eliminate nuclear weapons. In 2010, Ploughshares Fund spearheaded the successful campaign of over 50 non-governmental organizations to win the Senate approval of the New START treaty. The group is currently concentrating on raising funds to bring the nuclear weapons budget in line with the needs of our 21st century military; to continue U.S. and Russian nuclear weapons reductions in a way that benefits both nations' national security objectives; and to promote diplomatic resolution of Iran's nuclear program. More information about Ploughshares Fund can be found at ploughshares.org.

Responsibilities

- Developing and writing grant proposals to foundations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders;
- Assembling and submitting grant requests, including letters, proposals, budgets, and presentations;
- Maintaining calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports;
- Prioritizing projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals.

Requirements

The successful candidate will be able to craft funding proposals in a clear and compelling manner. Excellent writing, analytical, and research skills are essential. Candidates must be self-motivated, detail oriented, and highly-organized, and have experience using online databases and other sources to locate biographical, financial and philanthropic information. A high level of computer literacy required, including familiarity with Foundation Center database. Candidates must possess an ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct form. A solid understanding of budgets as they relate to proposals and grants, a Bachelor's degree, and minimum of 3 -5 years of relevant experience with a proven track record are required. Experience in grantwriting for international/foreign policy or security policy NGOs preferred.

To Apply

Send a cover letter and resume, brief writing sample (grant proposal that was awarded) and references to Samantha Jagessar, Development Coordinator, at sjagessar@ploughshares.org. **Please no phone calls.**

Application deadline: **March 15, 2014**. EOE.