

DIRECTOR OF GOVERNMENT AFFAIRS

The Director of Government Affairs is a full-time position, located in Ploughshares Fund's Washington, DC, office at 1430 K Street, NW, with primary responsibilities consisting of developing, managing and implementing Ploughshares Fund's interactions with Congress and the Administration. The Director of Government Affairs reports to the President.

To apply: Email cover letter and resume to Ploughshares Fund President Joe Cirincione at joe@ploughshares.org. Please include:

1. Your qualifications for the position
2. Three references
3. Compensation requirements and salary/fee history.

Specific Responsibilities

Communication with Congress and the Administration

- Track legislation and administration policy relevant to Ploughshares Fund's agenda, primarily issues of nuclear weapons policy and posture, non-proliferation, anti-missile systems, and conflict prevention and post-conflict resolution in areas of proliferation concern.
- Attend relevant hearings.
- Help develop and shepherd legislation through the appropriate sub-committees and committees; build bipartisan support for or against specific legislation related to Ploughshares Fund's agenda.
- Increase the awareness of Members of Congress, their staffs and appropriate administration officials to the Ploughshares Fund and its agenda.
- Provide introductions and access for Ploughshares Fund Board and staff members, and our partner organizations, to Congress, their staffs and administration officials.

Coordination

- Prepare and conduct briefings and/or other types of meetings on Capitol Hill for Congress Members and their staffs.
- Facilitate the efforts of partner organizations to determine and then implement a common agenda that is focused and manageable.
- Attend, and provide leadership as needed, NGO meetings to develop, track and implement a collaborative legislative strategy.

Communication

- Develop materials, such as strategy papers, briefing memos, “Dear Colleague” letters.
- Provide analyses for Ploughshares Fund’s blog and other relevant materials.
- Serve as a spokesperson to the media on legislative developments.
- Make presentations to Ploughshares Fund Board members and donors.

Administration

- Handle all paperwork and filing required to maintain legal status as a registered lobbyist.
- Assist as needed the President, Executive Director and Research Associate & Assistant to the President with Ploughshares Fund events and meetings in Washington, DC.

Skills and Experience

- Minimum of 7-10 years of legislative and/or lobbying experience, preferably in DC. It is a distinct advantage if the individual can demonstrate bi-partisan activity and/or has numerous contacts on the Hill across party boundaries.
- Exceptional knowledge of the Congressional legislative process and knowledge and experience working with federal departments and agencies.
- Working knowledge of arms control and nonproliferation desired.
- Strong collaborative and teamwork skills, along with the ability to build consensus.
- Familiarity with grassroots organizing strategies, including online and new media tactics.
- Superb and pragmatic (not academic) oral and written communication skills, as well as strong listening skills.
- Initiative, creative problem-solving skills, independence, a thoughtful and strategic approach to complex issues, and well-developed political and judgment skills.
- A strong commitment to Ploughshares Fund’s core mission

Benefits

Ploughshares Fund offers a competitive compensation and benefits package including health and dental coverage, generous 403(b) benefits, paid vacation and holidays, access to professional development resources, and an attractive work environment.