



POSITION: GRANT WRITER

Pure Water for the World (PWW) is an international nonprofit committed to improving lives by empowering people with access to life's most basic necessities: safe water and sanitation.

PWW is seeking an experienced Grant Writer to join our team of passionate people working to empower vulnerable children and families, living in rural, underserved communities of developing countries, with life-changing safe water, sanitation and hygiene education.

The Grant Writer will provide support to, and work in collaboration with, the Deputy Director and Development Manager to carry out fund development for PWW. This position requires strong writing, communication, organizational and project management skills. Experience as a grant writer is required. Experience working with an international nonprofit organization, and especially working in the WASH sector, is preferred.

The Grant Writer reports to the Deputy Director and works in close partnership with the PWW staff across three countries. This position is a part-time contract position, 10-15 hours/week.

JOB FUNCTIONS AND DUTIES:

- Work closely with the Executive Director, Deputy Director, and Development Manager to develop an annual grant plan with measurable objectives and strategies, in accordance with PWW initiatives and community needs. Track progress against plan to meet targets.
- Proactively seek out prospective new funders and support the development of new funder relationships; develop a priority matrix based on the foundation criteria, mission alignment, grant size, and other relevant information to prioritize grant opportunities; develop a timeline of vetted prospects.
- Collaborate with PWW team members to develop appropriate content for small and medium sized grant proposals, including project design, budgets, stories, photos, and other materials, as needed. Serve as the primary writer, crafting high-quality proposal narratives, applications and supporting documents.
- Provide timely administration of foundation acknowledgment letters. Input grant data into Salesforce. Create reports, as needed, for the Executive Director and Board of Directors.

REQUIREMENTS/QUALIFICATIONS/DETAILS:

- Bachelor's degree or equivalent experience in related field.
- Demonstrated grant writing experience resulting in major grant awards, with preference given to experience with international funding and/or WASH sector funding.
- Strong team player with a proven track record of organizational skills, detailed-oriented, and willingness to take initiative.
- Well-developed communication skills. Spanish and/or French/Creole fluency a plus!
- Remote working environment; opportunity to travel to Honduras, Haiti, and/or Vermont.

Dedicated to Safe Water, Sanitation and Hygiene for All.

PO Box 55 | Rutland, VT 05702 | Tel (802) 747 0778 | info@purewaterfortheworld.org | purewaterfortheworld.org



CONTACT AND FURTHER INFORMATION:

- **Compensation:** Compensation commensurate with experience (\$40-\$60/hour). This is initially a part-time, one-year contract position (10-15 hours per week), with opportunity for more.
- **Apply:** If you are qualified, and Pure Water for the World's mission resonates for you, please apply with your resume, a cover letter explaining your interest in the position and PWW, and at least one previous writing sample to info@purewaterfortheworld.org. Please no phone calls. Only shortlisted candidates will be contacted. Thank you.

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