

# SENIOR STRATEGIC PARTNERSHIPS MANAGER

## Job description

Location	London, UK with at least two days a week in the office
Hours	37.5 hours a week
Reports to	Head of Strategic Partnerships
Start date	ASAP
Application deadline	28 <sup>th</sup> January 2025

## About the Freedom Fund

The Freedom Fund ([www.freedomfund.org](http://www.freedomfund.org)) is a leader in the global movement to end modern slavery. The Freedom Fund works to combat many different forms of extreme exploitation, including forced labour, sex trafficking, forced marriage, and the worst forms of child labour. The Freedom Fund:

**invests** in those countries and sectors with the greatest incidence of modern slavery.

**analyses** which interventions work best and shares that knowledge.

**brings together** a community of activists committed to ending extreme exploitation and empowered by the knowledge of how best to do so.

**generates** funding by demonstrating how effective interventions can protect those at risk of being exploited and free those in situations of exploitation.

In its first ten years, the Freedom Fund has supported over 174 organisations across countries in Africa, South America, South and South-East Asia.

## About the position

Reporting to the Head of Strategic Partnerships, the Senior Strategic Partnerships Manager (SSPM) is a member of the partnerships team. This role must be based in the London office, but is part of a team situated across the organisation's New York and London offices. They contribute to a range of external relations functions but holds primary responsibility for a portfolio of private philanthropic donors (both high net worth individuals and charitable foundations) largely based in the UK and Europe.

The SSPM researches and engages with philanthropic donors, identifies new opportunities, develops quality proposals, coordinates fundraising initiatives with colleagues and other agencies, negotiates agreements and ensures timely and accurate reporting and exceptional stewardship. They maintain relevant internal management systems (including Salesforce and Business Central) and coordinate with program and operations team colleagues to ensure coherent donor understanding, and compliance with donor requirements. Working closely with the Head of Strategic Partnerships and other team members, the SSPM is expected to produce quality output and manage relationships with a high level of independence and professionalism. The SSPM has some support of a highly competent Strategic Partnerships Manager (0.5FTE, based in New York) whose focus is primarily on grant stewardship and servicing, and who particularly supports with reporting.

The SSPM supports the Head of Strategic Partnerships, MD of External Relations, and the CEO in their high-level donor outreach, while also operating as a Freedom Fund ambassador in their own right. They will support the development of new fundraising approaches and strategies beyond their own portfolio, and will play a collaborative role within an expert fundraising team. They will take a keen interest in the Freedom Fund's programs and policies, so as to successfully represent the organisation to interested and current donors and contribute meaningfully to organisational strategy discussions and other initiatives and processes.

## Responsibilities

### Relationship Building, Innovation and Proposal Development

- Undertake donor research, monitor a range of platforms for new opportunities, analyse trends in donor policies and practice, and develop strategic plans for engaging new audiences and increasing the Freedom Fund's funding from philanthropic donors.
- Cultivate and track relationships with prospective funders, with a focus on (Ultra) High Net Worth Individuals, philanthropies, foundations and other private donors, largely based in the UK and Europe but with flexibility to work with donors based in other regions.
- Lead organizational proposal development in partnership with Programs and other Freedom Fund teams, ensuring a coordinated, tailored, professional and timely response to opportunities.
- Personally produce high-quality funding proposals, concept notes and other formal responses, in close consultation with the Head of Strategic Partnerships and relevant colleagues in other teams.
- Engage in direct donor discussions – and where appropriate, support and facilitate discussions between donors and other staff, ensuring these are well prepared and followed up.
- Support or lead group mechanisms involving donors or partners (e.g., Council of Advocates, consortium-building processes etc.)
- Collaborate closely with colleagues in the Partnerships Team to achieve common targets and objectives as set out in the fundraising strategy (including, among other things, maintaining a pipeline of prospective opportunities, and developing outreach and engagement plans for new donors).
- Acquire the substantive knowledge necessary to effectively present the Freedom Fund's work to donors and participate in external meetings and events.

## Grant management

- Steward relationships with philanthropic donors ensuring the highest level of donor relationship management tailored to the specific needs and requirements of individual donors, calling on the Senior Leadership Team (SLT) and other colleagues as appropriate.
- Manage day-to-day grant and donor servicing for the assigned donors, ensuring deadlines are met and donor requirements fulfilled.
- Negotiate, review, store and track grant agreements, in coordination with relevant colleagues.
- Prepare narrative reports, based on available program data, and work with the finance team to coordinate financial reporting, ensuring compliance with donor specifications.
- Track key donor and funding data in Salesforce, and provide synthesised information for use in Board papers etc.

## Internal coordination and communication

- Build good relationships with colleagues in the Program, Finance and Operations, and Communications teams to ensure effective information sharing, and co-ordination.
- Work closely with the Communications team in the production and dissemination of donor-relevant reports, updates and other content; and contribute to the conception and organisation of donor-facing events.
- Provide support and guidance to a competent and skilled Strategic Partnerships Manager, providing clear direction, coaching support and positive feedback, working closely with their functional line manager to ensure their workload is balanced.
- Collaborate effectively and proactively with other members of the Partnerships team, including providing support and guidance to less-experienced team members.

## External Communications

- Support the WMT members, including Head of Strategic Partnerships, MD of External Relations, and CEO by preparing talking points and briefings for speaking engagements and briefings.
- Subject to available time and capacity, the SSPM may be asked to produce written content for other Freedom Fund products and processes.
- Collaborate with the Communications Team to ensure consistency of messaging related to fundraising.
- In collaboration with the Head of Strategic Partnerships, manage and cultivate non-funding relationships with partners such as institutions and peer organisations, including representing the Freedom Fund in funder coalitions / groups.
- Represent and speak on behalf of the Freedom Fund in various forums.
- Collaborate with colleagues from various departments to write, produce and update collateral material.

## Qualifications and experience

### Essential

- Entitled to work in the UK without work permit sponsorship.
- Outstanding English writing skills.

- Minimum of five years of experience in fundraising or partnerships in a fast-paced non-profit setting.
- A proven track record of producing successful funding bids for private donors, including high net worth individuals and foundations.
- Proven experience building fruitful and lasting donor relationships; access to a network of national/international donor contacts or strong skills in building one.
- Strong understanding of grant-making and grant-management processes (especially with respect to private philanthropic funding) and experience reviewing and negotiating grant conditions.
- Personal interest and past experience in the modern slavery field or in the broader human rights and development sector.
- Experience using MS Office and Salesforce or another CRM database.

## Personal attributes

### Essential

- A commitment to the Freedom Fund's vision, mission, values, and goals, with a passion to work in promoting human rights around the world.
- A willingness to work as part of a team in a cooperative and supportive way.
- A commitment to excellence and a relentless pursuit of results, a self-starter with an exceptional work ethic, strong organisational skills, and a can-do attitude.
- Ability to build relationships with a wide range of individuals from diverse backgrounds.
- Ability to work independently, displaying strong initiative in solving day-to-day problems.
- Great attention to detail in dealing with complex donor requirements.
- Excellent interpersonal and communication skills with the ability to liaise with a range of individuals and stakeholders at all levels.
- Ability to work to tight deadlines and juggle assignments running in parallel.
- Willingness and ability to travel locally and internationally (up to 15%).

## Compensation

- £60,478 – £62,070 per annum pro-rata, plus 10% non-contributory pension scheme.
- 25 days holiday pro rata, plus public holidays.
- Season ticket loan and cycle schemes available.

## Application procedure

Applications should be submitted in English and include a CV, cover letter (maximum one page), and contact details of two professional referees, one of which must be the applicant's current / most recent line manager or current / most recent Head of HR. If professional referees are not applicable, personal references are welcomed, providing they are able to speak to the strengths listed in the above description.

Please send applications by email in PDF format to [jobs@freedomfund.org](mailto:jobs@freedomfund.org), including **Senior Strategic Partnerships Manager** in the subject line before **5pm on 28<sup>th</sup> January 2025**.

Please note that only candidates selected for further consideration will be contacted. No phone calls please. **No agencies please.**

The Freedom Fund is an equal opportunities employer. In line with our values of respect, agility, and excellence, we value the strength of a diverse workforce and strongly encourage applications from people with disabilities, Black, Asian, Indigenous or Minority Ethnic backgrounds, LGBTQ+ and from different socio-economic backgrounds. Applicants must be eligible to work in United Kingdom. The Freedom Fund will aim to meet candidates' access requirements throughout the recruitment process. If this is applicable, then please notify us.

**The Freedom Fund is committed to the importance of meaningful survivor inclusion and leadership. As such, particular consideration will be given to applicants with lived experience of trafficking and/or forced labour.**

The Freedom Fund offers any candidates with lived experience of trafficking and/or forced labour the opportunity to have an informal and confidential pre-application chat with a member of our team to discuss suitability for the role as well as any reasonable adjustments that may be needed for the recruitment process. This conversation is intended to provide support to the candidate and will not have any negative impact on the recruitment process. Please get in touch at [jobs@freedomfund.org](mailto:jobs@freedomfund.org)

## Background checks

As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with the Freedom Fund will be subject to satisfactory pre-employment checks to ensure we recruit only those who are suitable to work with children and vulnerable persons. These checks include Disclosure and Barring Service and/or International Criminal Records Checks, satisfactory references, proof of eligibility to work in the national location of this role and checks against the Office of Foreign Assets Control data list (OFAC) which highlights any connections to terrorism or trafficking.

At the Freedom Fund, we are conscious that some candidates may have criminal records resulting from their experience of trafficking and/or forced labour. Applications from individuals with a criminal record, or who have been formerly incarcerated are accepted. We welcome a confidential conversation on this as part of the pre-application chat noted above or at the point of an offer being made.

Any offer of employment or consultancy with The Freedom Fund will only be made following successful background checks conducted on the applicant. Such checks may be updated periodically during the period of employment or consultancy. Initial checks will only be undertaken at the point of a job offer being made, and always with the prior permission of the candidate.