



Job Description: Executive Assistant to the Managing Director, External Relations

LOCATION: NEW YORK, US

REPORTING TO: MANAGING DIRECTOR, EXTERNAL RELATIONS

START DATE: ASAP

About the Freedom Fund

The Freedom Fund (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. It:

- **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 eight years, the Freedom Fund has supported over 140 organisations in Bangladesh, Brazil, Ethiopia, Indonesia, India, Myanmar, Nepal, and Thailand.

About the position

This is an exciting opportunity for an ambitious individual, who is passionate about human rights, to increase the effectiveness and impact of a non-profit working to improve the lives of millions of the most vulnerable people around the world. The successful candidate will be responsible for providing high level executive support to the Managing Director, External Relations, manage the NY office and provide general administrative support for three New York colleagues.

The Managing Director is based in New York City, New York in an office with three other staff. The ideal candidate thrives within an environment with a small team and many remote colleagues with shifting priorities related to growth of the organization. They also will be highly organized and able to prioritize, especially with the Managing Director traveling frequently.

Responsibilities

Support the Managing Director, External Relations

- The primary responsibility will be executive support to the MD External Relations. The duties will be as outlined below, plus any additional administrative tasks as requested by the MD.
- Support the MD with administrative services including calendar management, booking meetings, organizing travel, and preparing travel itineraries.
- Support the MD by drafting correspondence to a range of stakeholders from staff to senior key political figures.
- Support the MD by conducting research as requested.
- Support the MD on the preparation of presentations and papers as required.
- Ensure all presentations, papers and other documentation is correctly branded and presented to a high professional standard.
- Manage MD expenses and reimbursement claims.
- Support the MD with budgets and finance.
- Coordinate staff meetings, take and disseminate meeting notes.
- Act as point of contact in the New York office for any MD hosted meetings held on the premises, preparing the room and refreshments, IT set up, greeting guests etc.
- Support the MD with ad-hoc projects as required.
- Any other tasks commensurate with the role as requested by MD.

New York Office

- Support with planning and executing events in North America in partnership with the Events Manager based in the UK and relevant Strategic Partnerships staff, including list and invitation management, acting as the point of contact for guests and other key contacts, set-up and vendor coordination.
- Manage supplies and all relevant vendor relations (including the office co-working space).
- Perform assorted duties such as answering the phone, greeting visitors, filing mail, booking conference rooms and ensuring office cleanliness and presentation.
- Identify and improve existing administrative systems.
- Coordinate with administrative counterparts in UK office and finance teams.
- Any other duties required by NY office staff.
- Manage NY office budget.

Qualifications and experience

Essential

- At least five years' experience in an executive support position
- Experience working internationally across time zones
- Fluency in written and spoken English with ability to communicate clearly and concisely, verbally and in writing, face-to-face and virtually at all levels
- Exceptional attention to detail, with strong editing skills.
- Excellent numeracy and MS Office skills
- Entitled to work in the US without work permit sponsorship from the Freedom Fund

Desirable

- Experience in the not-for-profit sector
- Experience of working on coordinating high level events and working closely with high-net-worth individuals.

Essential

- Exceptional work ethic, strong organisational skills, and a can-do attitude
- Ability to proactively identify key issues, think ahead, anticipate needs, and use judgement to adapt solutions to meet situational needs
- Excellent time management and prioritisation skills
- Excellent social skills, able to operate with diplomacy, tact, discretion, and empathy, working as part of a team in a co-operative and supportive way, with a wide range of individuals from diverse backgrounds
- Ability to remain focused and calm under pressure in order to deal with ambiguities and conflict with a commitment to excellence and a relentless pursuit of results
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction
- Team player committed to the Freedom Fund's vision, mission, values, and goals and passionate about human rights issues

Compensation

US

- \$69,687 - \$71,521 annually (dependant on experience)
- 5% employer sponsored 401k contribution (non-matched).
- 25 days' vacation per year, plus 8 national holidays.
- Generous health benefits package with full coverage of monthly premiums for medical, dental and vision. Additional cover is provided for spouses and dependants.
- Generous parental leave allowance and pay.

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.

Please send applications by email in PDF format to jobs@freedomfund.org, including 'Executive Assistant' in the subject line, before **9.00am (BST) on Monday 28th November**

Please note that only candidates selected for further consideration will be contacted. No agencies please. Applicants must be entitled to work in the UK without work permit sponsorship by the Freedom Fund.

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 encourage applications from people with disabilities, Black, Asian, or Minority Ethnic (BAME) backgrounds, LGBT+ and from different socio-economic backgrounds.

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 forms of modern slavery.

The Freedom Fund prioritises Safeguarding. 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. Any offer of employment or consultancy with The Freedom Fund will only be made following both successful background checks being conducted on the applicant and upon receipt of satisfactory pre-employment checks by former employers. Such checks may be updated periodically during the course of the period of employment or consultancy. By submitting a formal application, you agree to the Freedom Fund carrying out these checks.