

## Vacancy: Senior Strategic Partnerships Manager – Maternity Cover

LOCATION: LONDON OFFICE

REPORTS TO: MANAGING DIRECTOR, DEVELOPMENT AND PARTNERSHIPS

TEMPORARY CONTRACT: 9 MONTHS

START DATE: MARCH 2020

### About the Freedom Fund

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The Freedom Fund ([www.freedomfund.org](http://www.freedomfund.org)) is a leader in the global movement to end slavery. It:

- **invests** in those countries and sectors with the greatest incidence of slavery.
- **analyses** which interventions work best and **shares** that knowledge.
- **brings together** a community of activists committed to ending slavery 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 enslaved and free those in slavery.

The Freedom Fund now has programs in India, Ethiopia, Thailand, Nepal, Brazil and Myanmar and will open new programmes in Indonesia and Bangladesh in 2021. It currently supports and funds over 140 partners around the world.

### About the position

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Reporting to the Managing Director of Development and Partnerships, the Senior Strategic Partnerships Manager will hold primary responsibility for developing complex funding bids and grant reports for a range of government agencies, institutional foundations and private sector donors.

Gathering inputs from colleagues across various departments, the Senior Strategic Partnerships Manager will prepare top quality funding proposals and related outreach documents in keeping with highly customised donor demands. Although working in close consultation with the Managing Director of - Development and Partnerships, the postholder is expected to develop these materials with a high level of independence and professionalism. Substantial experience with complex government tenders, excellent writing skills and great attention to detail will be essential.

The Senior Strategic Partnerships Manager will also be responsible for the servicing of existing grants, especially the timely and accurate reporting to donors and day-to-day donor communications. The successful applicant will maintain relevant internal management systems (including in Salesforce) to track grant servicing commitments and coordinate with program and finance colleagues to ensure compliance with donor requirements.

In order to successfully present the Freedom Fund's work and mission to an outside audience, the postholder will take a keen interest in the organisation's program and policy work and input to the overall goals of the fundraising strategy.

## Duties and responsibilities

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### Relationship Building and Proposal Development

- Produce funding applications for assigned government and foundation donors, in close consultation with the Managing Director of Development and Partnerships, and with relevant colleagues in the finance and program teams.
- Support the fundraising strategy with colleagues across the Partnerships and Development team, including developing a pipeline of prospective opportunities, and developing an outreach and engagement plan for new donors.
- Carry out donor research, monitor funding instruments for upcoming opportunities and analyse trends in donor policies and practice.

### Grant management

- Manage day-to-day grant & donor servicing for the assigned donor group, ensuring deadlines are met and donor requirements fulfilled.
- Prepare detailed narrative reports, based on analysis of available program data.
- Work with the finance team to coordinate financial reporting.

### Miscellaneous writing and operational support

- Subject to available time and capacity, the Senior Strategic Partnerships Manager may be asked to produce written content for other Freedom Fund products and processes (such as the annual impact report, website content etc.).
- On occasion, the postholder may be asked to provide support to broader partnerships or organisational projects or events as needed.

### Internal coordination and communication

- Build good relationships with colleagues on the Program team, Finance team and the Partnerships and Development team to ensure effective information sharing and co-ordinate joint inputs to various proposal and grant documents.

## Qualifications and experience

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- Outstanding English writing skills;
- Strong understanding of contracting and grant-making processes in different sectors (especially government and foundation funding) and experience reviewing or negotiating grant conditions and compliance;
- Substantial track record of producing successful funding bids for government and foundation donors, including through public tenders, competitive bidding and consortia processes;
- In particular: proven experience winning and managing contracts from government such as UK and US government bodies (DFID, USAID etc.);
- Existing networks with a range of international donors
- Previous experience of using Salesforce or similar data management tools.

- Personal interest and past experience in anti-slavery, the broader humanitarian, human rights or development sectors.

## Personal attributes

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- 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;
- Team player committed to the Freedom Fund's vision, mission, values and goals and passionate about human rights issues;
- A commitment to excellence and a relentless pursuit of results with an exceptional work ethic, strong organisational skills and a can-do attitude;
- Ability to work independently, displaying strong initiative in solving day-to-day issues with limited direction.

## Compensation

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- Salary will be £50,000 - £55,000 per annum, pro rata (depending on experience), plus 10% non-contributory pension
- 25 days holiday pro rata, plus public holidays

## Application procedure

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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](mailto:jobs@freedomfund.org), including 'Senior Strategic Partnerships Manager' in the subject line before 9am GMT on 25 January 2021.

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 encourage applications from people with disabilities, Black, Asian or Minority Ethnic (BAME) backgrounds, LGBT+ and from different socio-economic backgrounds. Applicants must be eligible to work in the UK,

**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.*