



Job Description: Senior Strategic Partnerships Manager

LOCATION: LONDON, UK OR NEW YORK, US WITH AT LEAST 2 DAYS A WEEK IN THE OFFICE

FULL TIME: 37.5 HOURS PER WEEK

REPORTS TO: HEAD OF STRATEGIC PARTNERSHIPS

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. 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 eight years, the Freedom Fund has supported over 140 organisations in Bangladesh, Brazil, Ethiopia, Indonesia, India, Myanmar, Nepal, and Thailand and is beginning work in Kenya.

About the position

Reporting to the Head of Strategic Partnerships, the Senior Strategic Partnerships Manager (SSPM) is a member of the partnerships team situated in one of the organisation's New York or London offices. They contribute to a range of external relations but will hold primary responsibility for all Government donors.

The SSPM researches and engages with government 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 level 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 supports the Head of Strategic Partnerships, MD of External Relations, and the CEO in their high-level government donor outreach, while also operating as a Freedom Fund ambassador in their own right. 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 government donor research, monitor funding instruments for upcoming opportunities, analyse trends in government donor policies and practice, and propose strategic approaches to new and existing donor targets.
- Cultivate and track relationships with prospective funders with a focus on governments and multilaterals.
- In consultation with the Head of Strategic Partnerships, 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.)
- Produce funding proposals for assigned donors, in close consultation with the Head of Strategic Partnerships, and relevant colleagues in other teams.
- 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 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 assigned 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 Programs, 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.

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

- 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, producing successful funding bids for government, institutions, foundation, or private donors, including through public tenders and consortium processes.
- Proven experience building fruitful and lasting donor relationships; access to a network of national/international donor contacts.
- Strong understanding of grant-making and grant-management processes (especially with respect to institutional 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

- 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 25%).

Compensation

UK (London)

- £54,753 to £56,194 per annum, commensurate with experience.
- 10% non-contributory pension scheme.
- 25 days' vacation per annum, plus UK public holidays.
- Season ticket loan and cycle scheme available.

US (New York)

- \$98,795 - \$101,395 per annum, commensurate with experience.
- 5% employer sponsored 401k contribution (non-matched).
- 25 days' vacation per annum, 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 dependents.)
- 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. 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, including 'Senior Strategic Partnerships Manager' in the subject line before **9.00am BST Monday 3rd April**.

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, or Minority Ethnic backgrounds, LGBTQ+ and from different socio-economic backgrounds. Applicants must be eligible to work in either the UK or US. 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 human trafficking and/or forced labour.

The Freedom Fund offers any candidates with lived experience of human 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

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 human 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.