

Job Description: Strategic Partnerships Fellowship

LOCATION: LONDON OFFICE

REPORTING TO: TBC

CONTRACT – ONE YEAR

PART TIME – 20 HOURS PER WEEK

START DATE: 1ST OCTOBER 2020

About the Freedom Fund

The Freedom Fund (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 and Myanmar. It currently supports and funds over 140 partners around the world.

About the position

The Strategic Partnerships Fellowship position is an exciting opportunity to get involved with one of the world's leading anti-slavery NGOs gaining invaluable knowledge and experience. The fellow will provide support to and work closely with the Fundraising team across a range of administrative, operational and programmatic tasks. This Fellowship is offered in partnership with Survivor Alliance (survivoralliance.org) under the Employment Pathways Program for survivors of trafficking or other extreme exploitation. Survivor Alliance will provide additional support to the Strategic Partnerships Fellow for the duration of the position. Please be aware that it is your responsibility to determine how this position will impact your benefits, such as Universal Credit.

Responsibilities

Training will be provided.

- Support of managing donor relationships through logging and tracking individual donations and ensuring timely follow ups

- Manage mailings, reports, and thank you letters through Salesforce
- Research prospective and current donors and maintaining information in Salesforce
- Support oversight of the process and flow of creating fundraising documents which includes the process of writing, editing, and changes for all parties involved
- Organise travel logistics for various team members and global program partners
- Coordinate meetings and calendars, take and disperse meeting minutes from fundraising and internal meetings
- Support event planning and logistics management including agenda creation support, finding venues, drafting guest lists, greeting guests, and invitation design
- Supporting the relevant team with ad-hoc projects as required

Skills and experience

Experience Required

- Have lived experience of trafficking or other extreme forms of exploitation.
- Experience of operating and contributing to a team
- Minimum 6 months at previous job and/or 2 years of work experience
- Excellent writing abilities– capable of clearly and simply conveying complex concepts or ideas
- Demonstrated experience working with organisations focused on creating social good

Skills Required

- Strong English written and oral communication skills
- Comfortable interacting with a wide range of types of people including high level executives
- Basic computer skills including but not limited to Microsoft Excel, Word, and PowerPoint, online research, and Gmail
- Ability and commitment to learning more about the complexities and nuances of modern slavery
- Minimum of 5 C grades at GCSE's, inclusive of Maths and English
- Entitled to work in the UK without work permit sponsorship from the Freedom Fund

Skills Desired

- High level of attention to detail
- Ability to work independently and manage multiple deadlines and priorities
- Fundraising or sales experience in a previous job
- Experience working within a database system – Salesforce or something similar
- Experience working in or organising events and working with senior level executives

Personal attributes

Essential

- Strong commitment to the Freedom Fund's vision, mission, values
- Strong interpersonal skills
- Willingness to work as a team player
- Exceptional work ethic and a can-do attitude
- Strong critical thinking skills, and ability to problem solve
- Comfortable in a work environment representative of multiple cultures and backgrounds

Compensation

- £11,180 per annum
- 10% non-contributory pension scheme
- 13.5 days holiday per year, plus public holidays

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 'Strategic Partnerships Fellowship' in the subject line before **9am GMT** on 21st August 2020.

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 Opportunity Employer and encourages candidates of all backgrounds to apply for this position. Applicants must be eligible to work in the UK.