

## Job Description: Strategic Partnerships Manager (9 months)

LOCATION: UK (LONDON)

REPORTING TO: INTERIM HEAD OF FUNDRAISING

START DATE: ASAP

9 MONTHS FIXED TERM CONTRACT

FULL TIME: 37.5 HOURS PER WEEK (UK)

### 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 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

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Reporting to the Interim Head of Fundraising (IHOF), the Strategic Partnerships Manager (SPM) is part of a team of partnerships, communications and event management professionals, spread across the Freedom Fund's New York and London offices. They hold primary responsibility for managing and servicing a number of funding arrangements with the organisation's key government and foundation donors. The SPM manages day-to-day relations with assigned funders, monitors grant payments, facilitates working-level meetings and produces timely and accurate grant reports and other relevant donor communications. He/she sets up and maintains relevant internal management systems (including in Salesforce) to track grant servicing commitments and coordinates with program and finance colleagues to ensure compliance with donor requirements.

Working with colleagues across various departments, the SPM prepares or contributes to quality funding proposals in keeping with highly customised donor demands. Although working in close consultation with the IHOF, the postholder is expected to manage their grant/donor portfolio with a high level of independence and

professionalism, while supporting the IHOF and CEO with their donor outreach and contributing to broader organisational projects and processes as appropriate.

## Responsibilities

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### Grant management

- Manage all aspects of the grant servicing process for an assigned set of donors/grants, ensuring deadlines are met and donor requirements fulfilled.
- Prepare detailed narrative reports, based on analysis of available program data, and participate in periodic review meetings with funders.
- Work with the finance team to coordinate financial reporting, payment invoicing and income tracking.
- Establish/maintain efficient tools and systems to track donor and grant data (including through Salesforce and Business Central). Log key data in those systems, and provide synthesised information to colleagues and for use in Board papers etc.

### Grant writing

- Produce or contribute to funding applications for government and foundation donors, in close consultation with the IHOF and with other relevant colleagues in the partnerships, finance and program teams.
- Carry out donor research, monitor funding instruments for upcoming opportunities and analyse trends in donor policies and practice.

### Donor relations

- Manage day-to-day donor correspondence with assigned donors.
- Facilitate donor meetings and visits.
- Support senior managers in their donor outreach.

### Internal coordination and communication

- Build good relationships with colleagues on the Program, Finance and Partnerships Teams to ensure effective information sharing, and co-ordinate joint inputs to various proposal and grant documents.
- Assume focal point responsibility for one or several assigned hotspot program(s), which includes developing in-depth expertise regarding the program; holding regular discussions with the hotspot team; monitoring funding levels and inputting to hotspot-specific fundraising initiatives, and generally acting as a central repository for all resource mobilisation issues pertaining to that hotspot.
- Work closely with the Communications Team in the production and dissemination of donor-relevant reports, updates and other content; and contribute as needed and appropriate to the conception and organisation of donor-facing events.

### Miscellaneous operational support

- Provide support to broader organisational projects or events as needed.

## Qualifications and experience

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### Essential

- Excellent English writing skills;
- Strong understanding of contracting and grant-making processes (especially with respect to institutional funding) and experience reviewing and negotiating grant conditionality;
- Track record of producing successful funding bids for government and foundation donors;
- 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.

### Essential

- 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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- £43,080 - £45,348 per annum (dependant on experience)
- 10% company paid pension scheme.
- 25 days holiday pro rata, plus public holidays.
- Season ticket loan and cycle scheme available.

### 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 'Strategic Partnerships Manager' in the subject line. **We are reviewing applications on a rolling basis.**

Please note that only candidates selected for further consideration will be contacted. No agencies please. Applicants must be entitled to work 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.*