



## Job Description: Strategic Partnerships Manager

LOCATION: NEW YORK OFFICE

REPORTING TO: SENIOR STRATEGIC PARTNERSHIPS MANAGER

START DATE: ASAP

FULL TIME: 40 HOURS PER WEEK

### About the Freedom Fund

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The Freedom Fund ([www.freedomfund.org](http://www.freedomfund.org)) is a global fund with the sole aim of helping end modern slavery.

We are a catalyst in the global effort to end modern slavery, working in the countries and sectors where it is most prevalent. We invest in and partner with organisations and communities on the frontlines of ending exploitation.

By partnering with those at risk of modern slavery as well as visionary investors, governments, and anti-slavery organisations, we bring together the knowledge, the capital and the will needed to dismantle the systems that allow slavery to exist and thrive.

Through our investments and support, we aim to shift power, so that frontline organisations and communities can shape and drive the change required to bring modern slavery to an end.

In its first eight years, the Freedom Fund has supported over 140 organisations in Bangladesh, Brazil, Ethiopia, Indonesia, India, Kenya, Myanmar, Nepal, and Thailand.

### About the position

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Reporting to the Senior Strategic Partnerships Manager (SSPM), 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, foundation, and individual 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. They set up and maintain relevant internal management systems (including Salesforce) to track grant servicing commitments and coordinate 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 SSPM, the postholder is expected to manage their grant/donor portfolio with a high level of independence and professionalism, while supporting senior managers, the Head of Strategic Partnerships, and Senior Leadership Team (SLT) 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 across donor types though primarily with foundations and individuals, in close consultation with the SSPM and with other relevant colleagues in the partnerships, finance and program teams.
- Undertake prospect research, maintain a pipeline of prospective opportunities, help develop outreach and engagement plans for new donors, and draft proposals or concept notes as needed.
- Carry out donor research, monitor funding instruments for upcoming opportunities and analyse trends in donor policies and practice.

### Donor relations

- Support senior managers in their donor outreach.
- Provide exceptional stewardship and build strong relationships with assigned donors.
- Support the successful implementation of the US Prospecting Strategy for building relationships with High-Net-Worth Individuals (HNWIs) and Family Foundations.
- Support donor meetings and visits.
- Contribute to the conception and organisation of donor-facing or fundraising-related events in North America.

### 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.
- 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.
- Entitled to work in New York without work permit sponsorship from the Freedom Fund.'

### 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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- \$82,543 - \$84,715 per annum (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

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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. 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](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 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 New York. 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](mailto:jobs@freedomfund.org)

### Background checks

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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.