



Vacancy: Senior Strategic Partnerships Manager

LOCATION: LONDON

REPORTS TO: DIRECTOR OF STRATEGIC PARTNERSHIPS

CLOSING DATE: 6 JANUARY 2019, 10.00PM

START DATE: ASAP

About the Freedom Fund

The Freedom Fund (www.freedomfund.org) is a leader in the global movement to end modern slavery.

We identify and invest in the most effective frontline efforts to eradicate modern slavery in the countries and sectors where it is most prevalent. Partnering with visionary investors, governments, anti-slavery organisations and those at risk of exploitation, we tackle the systems that allow slavery to persist and thrive. Working together, we protect vulnerable populations, liberate and reintegrate those enslaved and prosecute those responsible.

The Fund commenced in January 2014. It currently operates programs in Ethiopia, India, Nepal, Thailand (and soon Myanmar). It currently provides funding and support to over one hundred NGOs around the world. The organisation is headquartered in London, UK, and has an office in New York.

About the position

This is a new role, adding much needed capacity to our partnerships team at a time of rapid organisational growth. Reporting to the Director of Strategic 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 Director of Strategic 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 set up and 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 play a key role in developing effective messaging.

Duties and responsibilities

Grant writing

- Produce funding applications for assigned government and foundation donors, in close consultation with the Director of Strategic Partnerships, and with relevant colleagues in the finance and program teams.
- Support the fundraising efforts of the Freedom Fund's New York team as appropriate and agreed between Director of Strategic Partnerships and the Managing Director for North America.
- 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

- Ensure effective information sharing with the program team and the New York comms & fundraising teams.

Qualifications and experience

- Outstanding English writing skills;
- Deep understanding of contracting and grant-making processes in different sectors (especially government and foundation funding) and experience reviewing or negotiating grant conditionality;
- 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 UK and US government bodies (DFID, USAID etc.);

- Previous experience of using Salesforce or similar data management tools.
- Personal interest and past experience in the broader humanitarian, human rights or development sectors

Personal attributes

- 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

- Salary will be £50,000 - £55,000 per annum (depending on experience), plus 10% non-contributory pension
- 25 days holiday pro rata, plus public holidays
- Season ticket loan and childcare voucher schemes available

Application procedure

Applications should be submitted in English and include a CV, cover letter (maximum one page) and contact details of two referees. Please note that unless a covering letter is included, outlining why you wish to work for the Freedom Fund and highlighting how your experience matches those outlined above, your application will not be considered.

Please send applications by email in PDF format, including 'Senior Strategic Partnerships Manager' in the subject line to jobs@freedomfund.org.

Closing date: 6th of January 2019 (10pm GMT)

Shortlisted applicants will be asked to complete a written test in the week commencing 7th of January. First round interviews will likely take place in the w/c 14th of January.

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 United Kingdom.