



**Job Description**  
**Manager of Foundation and Government Grants**  
**Location: Washington, D.C.**

**About Free the Slaves**

Founded in 2000, Free the Slaves (FTS) is a pioneer and leader in the global effort to eradicate slavery. Our mission is to liberate those in slavery and to change the conditions that allow slavery to persist. Free the Slaves works at the grassroots to empower vulnerable individuals and communities to achieve freedom from slavery and develop resistance to slavery. We work with and through local partners to build national capacity to combat slavery and trafficking.

Headquartered in Washington, D.C., with programs in Ghana, India, Nepal, Haiti, Senegal and the Democratic Republic of the Congo, Free the Slaves has an annual operating budget of approximately \$3.5 million, a talented and dedicated staff of 24, including 9 in its country offices and field programs, and a highly engaged and supportive board of directors.

For more information, see: [www.freetheslaves.net](http://www.freetheslaves.net).

**Position Overview**

Free the Slaves is seeking a manager of foundation and government grants (MFG) to join our dedicated, collegial and talented team. Foundation grants currently account for 60 percent of organizational revenue, with government grants accounting for another 18 percent. The strong reputation of Free the Slaves and a track record of accomplishment position the organization for continued growth of foundation and government grants. The MFG is expected to build on this position history, provide strategic direction, and work in close collaboration with the other departments (Programs; Monitoring, Learning and Evaluation; Communications; and, Operations) to advance the organization's growth goals.

**Responsibilities**

- Develop an in-depth understanding of the work of Free the Slaves so as to be an effective representative to foundations, government agencies (USAID, State Department, DFID, etc.), and multilateral agencies.

- Review, revise, and update the strategy for securing grants and cooperative agreements that support the programmatic goals of Free the Slaves.
- Lead organizational efforts to significantly increase and diversify foundation and government grants.
- Manage the process of developing grant proposals, coordinating the efforts of the concerned departments and staff members.
- Serve as the lead author of proposals when appropriate.
- Manage the grant reporting process, ensuring timely reporting to donors.
- Ensure the continuous updating of the grants calendar to ensure all deadlines for proposals and reports are met.
- Help develop partnerships with other organizations that will increase grant income to Free the Slaves.
- Supervise a development associate, who assists with carrying out key functions.
- Identify and supervise consultants to assist with proposal development as needed.
- Coach other staff in grant seeking and proposal development.
- Maintain effective, collegial, and transparent relations with colleagues across the organization.

## **Travel**

The MFG may travel up to 10 days domestically or internationally to solicit funds or in support of fundraising efforts.

## **Key Relationships**

The MFG will:

- Report to the executive director, serving as the executive director's principal adviser on institutional giving and effectively deploying the ED as a fundraising asset.
- Work closely with the manager of individual giving to coordinate department activities and donor cultivation.
- Provide leadership, management, and mentoring to the development associate, as well as consultants and interns.
- Serve on the leadership team and external relations team.
- Attend quarterly meetings of the board of directors and serve as a liaison to the board external relations committee.
- Work closely with the Programs Department to align programmatic goals and fundraising efforts, as well as to provide training and technical support to country office in fundraising.
- Maintain collegial and collaborative relations with the Communications and Advocacy Department to ensure alignment of communications strategies, products, messages and technologies with fundraising efforts.
- Work effectively with the operations director to ensure accurate revenue estimates and projections are integrated into the financial status reports.

- Communicate regularly with the monitoring, learning and evaluation director to ensure that appeals to donors reflect up-to-date evidence about the effectiveness of Free the Slaves programs.

## Qualifications

The ideal candidate for the position will:

- Demonstrate breadth and depth of expertise and experience in securing foundation and government grants for international nonprofit organizations.
- Be experienced in securing grants for a human rights organization.
- Be knowledgeable and experienced in securing government and/or multilateral grants, especially from the State Department, USAID, and/or other government agencies.
- Be highly skilled at grant writing.
- Possess an understanding of the universe of human rights and anti-trafficking funders.
- Exhibit exceptional written and oral communication skills, including the ability to compose and edit new material quickly.
- Have a demonstrated, strong commitment to human rights and social justice.

## To Apply

Applications should include a tailored cover letter that outlines how your interest, skills and experience meet the qualifications for the position, resume and a list of references. **PLEASE SUBMIT YOUR RESUME, COVER LETTER and REFERENCES AS ONE (1) WORD OR PDF DOCUMENT to <http://smrtr.io/PTKoQA>.** Please include your last name in the title of the submitted document. Please indicate the annual full-time salary rate required.

*Free the Slaves offers competitive salary and benefits commensurate with experience and skills. Free the Slaves is an equal-opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.*