



**Job Description**  
**Individual Giving Manager**  
**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, the Dominican Republic, 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 25, and a highly engaged and supportive board of directors.

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

**Position Overview**

FTS is accepting applications for an individual giving manager whose primary responsibility, under the guidance of the development director, will be to grow support from individual donors, with an emphasis on major donors. The ideal candidate will have demonstrated the ability to cultivate, retain and expand individual giving to a similar NGO and is committed to bringing those skills to support a leading anti-slavery organization. The position will be responsible for major donor program management, including managing relationships with prospective donors to identify, qualify, cultivate, solicit and steward donors and prospects. The position will also be responsible for coordinating direct mail, e-appeal and online individual fundraising efforts.

**Principal Responsibilities**

- Develop an in-depth understanding of the work of Free the Slaves so as to be an effective representative.

- Create and monitor annual individual giving plan and related income projections.
- Grow and manage the major donor giving program, including the Giving Circles, cultivation, solicitation and benefit fulfillment.
- Develop and manage an effective donor retention strategy.
- Develop and implement strategies for solicitation that will grow annual revenue from individuals, including managing appeal campaigns and online giving initiatives.
- Monitor all prospect contacts to ensure positive and purposeful prospect and donor relations.
- Effectively deploy the executive director, the board chair and other FTS staff as assets in donor cultivation, including securing meetings with current and prospective donors.
- Participate in all aspects of the gift cycle, including initiation of contacts with potential major donors, developing cultivation strategies, moving potential donors to solicitation and closure and making solicitation when appropriate.
- Maintain and fully exploit the Salesforce donor database.

## **Travel**

The individual giving manager should expect to spend approximately 20 days per year traveling domestically or internationally to solicit funds or in support of fundraising efforts.

## **Key Relationships**

The individual giving manager will:

- Report to the development director, serving as the development director's principal adviser on individual giving, offering prospect strategy counsel, managing prospects and effectively deploying the development director, executive director and board chair as fundraising assets.
- Recruit and manage consultants and interns as needed.
- Provide information as needed to the board External Relations Committee.
- Work closely with the Programs Department to align programmatic goals and fundraising efforts.
- 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.

## Preferred Qualifications

- Track record of success at individual fundraising
- Bachelor's degree required
- Three to five years of fundraising experience
- Solid writing and editing skills
- Excellent organizational and analysis skills
- Ability to use Salesforce effectively
- Competence in Excel and Word
- Ability to work under pressure, meet deadlines and manage competing priorities
- Exceptionally strong interpersonal communications and relationship skills
- Must be a team player and willing to perform other duties as assigned for success of FTS

## 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/AWTuXw>.** Please include your last name in the title of the submitted document. Please indicate the annual full-time salary rate required.

Applications will be accepted on a rolling basis.

*Free the Slaves offers competitive salary & 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.*