



Position Description
Programs Director
Location: Washington, D.C.

About Free the Slaves

Founded in 2000, Free the Slaves 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. We advocate for policies and laws that help in the fight against slavery. We are committed to rigorous assessment of our work and scrupulous integrity in the use of donor funds.

Headquartered in Washington, D.C., with programs in the Dominican Republic, Ghana, Haiti, India, Nepal and Senegal, Free the Slaves has an annual operating budget of approximately \$2.6 million, a diverse and expert staff of 22, including 11 in the field, and a highly engaged and supportive board of directors. For more information, see: www.freetheslaves.net.

Position Overview

The programs director provides strategic direction and technical leadership to the Free the Slaves (FTS) country programs within the context of the overall organizational strategy. The responsibilities of the programs director encompass ensuring high quality anti-slavery programming consistent with the FTS Community Liberation Model, increasing impact per the FTS Community Liberation Initiative, ensuring compliance with FTS and donor requirements for implementation of grant-funded projects, actively contributing to fundraising in collaboration with the Development Department, and maintaining effective relationships with the Communications and Advocacy Department and the Operations Department.

Principal Responsibilities

Programs leadership: The programs director has responsibility for providing leadership to the Programs Department with regard to the following organizational strategies and goals:

- **Building community resistance to slavery** – This encompasses ensuring the high-quality design and implementation of FTS country programs that seek to reduce the prevalence of modern slavery. Country programs are expected to be consistent with the FTS Community Liberation Model, appropriately adapted to country context, and compliant with the requirements of grant agreements supporting the programs. The programs director is expected to sustain and expand the portfolio in the countries in which FTS currently operates and to materially contribute to extension of FTS programs to additional countries.
- **Developing and deploying the Community Liberation Toolkit** – FTS is developing and deploying a comprehensive training and technical assistance curriculum based on the Community Liberation Model. The programs director will be expected to lead completion of the toolkit, ensure that it is a high-quality resource to FTS and its partners, and direct and model high-quality training and technical assistance.
- **Developing and implementing a new generation of high impact partnerships** – The programs director will provide leadership in positioning FTS as the technical partner of choice for major development organizations and agencies, encouraging the integration of anti-slavery interventions into relief and development programs, including using the Community Liberation Toolkit as a resource for building partner capacity.
- **Effective supervision and team building** – The programs director is expected to be a supportive supervisor, directly and indirectly, for all Programs Department staff, cultivating their growth and maximizing their potential, while evoking high standards of performance. The programs director is expected to engage in effective team building, encouraging collegiality, mutual support and learning across programs. The programs director will work with the programs team to optimize structure and processes within the Programs Department.

Contribution to other organizational goals: In addition, the programs director is expected to be a key contributor to other organizational goals. This includes:

- **Collaborating closely with the Development Department on fundraising** – This will include giving guidance on the substantive programmatic priorities for fundraising, ensuring that the Development Department has the information needed to support fundraising, providing technical leadership in preparing proposals to government, multilateral and private donors and supporting development of country- and theme-specific fundraising strategies.
- **Collaborating closely with the Communications and Advocacy Department on organizational positioning and advocacy** – The programs director will support and encourage sharing of program descriptions, summary results, reports, stories, photos, videos and other materials that help the Communications and Advocacy Department effectively tell the FTS story to an array of stakeholders and constituencies. The programs director will also coordinate in-country advocacy with global advocacy efforts and share programmatic information that can help inform

and strengthen FTS policy advocacy efforts.

- **Collaborating closely with the Monitoring, Learning and Evaluation (MLE) Department** to ensure adherence to FTS M&E indicators, standards and processes; compliance with the M&E requirements of grant agreements; timely reporting; and, effective use of M&E data and findings to improve program quality and impact.
- **Oversee implementation of grants for country programs** to ensure requirements and expectations are met, including proper implementation of sub-grants to FTS partners, and compliance with all donor rules, permissions and reporting requirements.
- **Ensuring compliance with FTS, legal and donor policy requirements**, including, but not limited to, planning, budgeting, finance, human resources, child protection, anti-discrimination and non-harassment, security, travel, confidentiality and data protection, gift and whistleblower policies.

Organizational leadership: The programs director position is a leadership role in the organization. Accordingly, the programs director is expected to:

- **Contribute to organizational decision-making** through participation in the coordination team and other forums for discussing organizational issues. The programs director is expected to manifest organizational leadership, raise issues needing attention, and contribute constructively and collegially to advancing the welfare of Free the Slaves as a whole.
- **Represent Free the Slaves and the Programs Department to internal and external constituencies** including the board of directors, donors, media and policy makers. The programs director will provide, in writing and orally, reports and commentary as needed to the array of FTS stakeholders and constituencies in keeping with guidance provided by the executive director and in consultation with other concerned departments.

Relationships

- The programs director reports to the executive director.
- The Programs Department currently has a staff of 12 (11 based in the country offices). The Programs Director will chair the programs team meetings and has latitude to organize the structure and reporting relationships within the Programs Department to best advance FTS goals.
- The programs director is a peer to the communications and advocacy director, development director, operations director, MLE manager and conferences and special projects manager and is expected to maintain collegial, effective working relationships with those individuals, as well as FTS staff across the organization.

Travel

The programs director should expect to travel 4-6 times per year internationally with one to two weeks per trip.

Position Qualifications

The ideal candidate for the programs director position will be expected to:

- Have demonstrated a compelling breadth and depth of knowledge of the human trafficking/modern slavery field
- Be recognized by peers in the field for accomplishment and leadership in the anti-slavery cause and have a network of relationships in the anti-slavery field
- Have a track record as an accomplished, experienced manager
- Have experience coordinating and supporting multiple country programs
- Have demonstrated success in raising funds to support programs
- Be an effective communicator in writing and orally with the ability to engage effectively with widely diverse audiences ranging from policy makers in Washington, D.C. to communities in the countries served by FTS
- Have experience with key donor agencies, such as the State Department TIP Office, USAID and private foundations supporting anti-slavery work
- Manifest a collegial approach to working with other FTS staff at all levels
- Have at least ten years of professional experience, including experience in developing countries
- Be fluent in French

Candidates must be legally authorized to work in the United States.

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/X9vL>. 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.