



**Job Description**  
**Fundraising 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 level 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, and Nepal, Free the Slaves has a diverse and expert staff and a highly engaged and supportive board of directors.

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

**Position Overview**

The fundraising manager will play a critical role in building and expanding the base of support for FTS in-country programming, organizational engagements and movement advancement. This position is integral to the design and implementation of the Free the Slaves fundraising strategy, ensuring alignment with the mission, vision and programmatic goals of the organization. The fundraising manager will work closely with the leadership and staff of Free the Slaves on strategic initiatives and oversee the organization's fundraising efforts.

**Responsibilities**

The fundraising manager will:

- Work with the executive director, FTS staff and the board fundraising committee to grow income from new and existing supporters and identify opportunities for donor engagements.
- Participate in the review, revision and update of strategic planning to increase revenue from a diversified portfolio of institutional donors (governments,

multilaterals and foundations), while overseeing the individual and corporate fundraising initiatives.

- Design and implement an organizational fundraising strategy (short and long term).
- Evaluate new opportunities as they arise and determine relevance to strategy and income potential.
- In the role of lead grants and proposals writer, lead the process of grant reports and grant proposals, coordinating the efforts of the concerned staff members.
- Maintain a grant calendar to ensure all deadlines for proposals and reports are met.
- Work with the board and staff members in managing the fundraising initiatives.
- Develop an in-depth understanding of the work of Free the Slaves to be an effective representative to donors (foundations, governmental and multilateral agencies, corporate and individuals).
- Lead appeal campaigns and online giving initiatives.
- Build and foster relationships with prospects and donors through visits, correspondence and regular communication.
- Oversee the maintenance and integrity of the SalesForce CRM and other systems.

The fundraising manager may be asked to travel to solicit funds or in support of fundraising efforts.

## **Key Relationships**

The fundraising manager will:

- Report to the executive director, serving as an adviser to the executive director on fundraising and effectively deploying the ED as a fundraising asset.
- Attend quarterly meetings of the board of directors and serve on the board fundraising committee.
- Collaborate with the communications and advocacy director in the development and execution of online fundraising efforts, communications and social media strategies, collateral production, digital campaign and direct mail messaging, and technology compliance with fundraising strategies.
- Work closely with the programs department and country teams to align programmatic goals and fundraising efforts.
- Work effectively with the finance department to ensure accurate revenue estimates and projections are integrated into financial planning and reports.
- Communicate regularly with the monitoring, learning and evaluation manager to ensure that appeals to donors reflect up-to-date evidence about the effectiveness of Free the Slaves programs.
- Collaborate with all teams to ensure they have fundraising expertise informing their work.

## Qualifications

- 5+ years of progressively-increasing responsibility as a frontline fundraiser operating in fast-paced environments with a diversified portfolio of individual, foundation, government, and corporate donors
- Demonstrated experience and skills in grant and report writing
- Strong personal, organizational and management skills
- Demonstrated breadth and depth of expertise and experience in securing funds for international nonprofit organizations
- Deep personal connection and/or demonstrated commitment to FTS' organizational mission
- Ability to communicate clearly and consistently with a variety of technical and non-technical audiences, including staff, stakeholders, donors and board members, both orally and in writing
- Superior negotiating, organizational, analytical and fundraising skills, including the ability to interpret financial information and manage data
- Experience overseeing budgets, with the capacity to allocate resources strategically
- Strong knowledge of fundraising tech platforms and understanding of current and emerging media platforms, technologies and trends
- An understanding of the universe of human rights and anti-slavery funders
- Experience leading and working with staff in an innovative environment
- The right to work in the U.S. (citizen or Green Card)

## Preferred Qualifications

- Experience in securing foundation grants, individual donations and government grants, especially from the U.S. State Department, USAID, European governments and other government agencies
- French and/or Spanish language capacity an asset

## To Apply:

Applicants should submit a tailored **cover letter** that outlines your interest and experience, a **resume**, and a **list of three references** from former supervisors. **PLEASE SUBMIT THESE AS ONE (1) WORD OR PDF DOCUMENT** to <https://smrtr.io/3TPDz>. Please include your last name in the title of the document.

## Deadline for Submissions:

Interested applicants are encouraged to apply as soon as possible. The application will close at **5:00 p.m. EDT, March 16, 2020**. Submissions will be reviewed on a rolling basis until the close date.

*Free the Slaves is an equal-opportunity organization. Qualified applicants are considered for employment and consultancies without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.*