



## Job Description Latin America Regional Manager

### 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 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 Africa, Asia, the Caribbean, Latin America and the Middle East, Free the Slaves has a diverse and expert staff and a highly engaged and supportive board of directors.

For more information, see: <http://www.freetheslaves.net>.

### Position Overview

The Latin America regional manager will represent FTS in the region and provide ongoing technical assistance to FTS partner organizations in strategic design, implementation, measurement and reporting on the FTS program areas -- including use of its Community Liberation Toolkit, trainings, the Freedom from Slavery Forum, programs and projects. The Latin America regional manager will report to the executive director and supervise other staff as needed. The Latin America regional manager will coordinate closely with the FTS senior program manager and FTS staff for the designing, planning, budgeting and overall management of country and regional programs, strategy development, business development and program oversight. The Latin America regional manager will closely supervise and monitor country and regional programs and projects implemented by different partners and other associated stakeholders, and coordinate with the FTS operations team to carry out operational tasks connected to the Latin America regional program.

This position can be based in any country in the Latin American Region.

## Principal Responsibilities

- Represent Free the Slaves in Latin America. This includes identifying interested audiences and presenting accurate information about Free the Slaves and the work of the organization through diverse means, meetings, and networking with staff of other organizations, government agencies, media outlets and businesses.
- Enable FTS to define and implement a context-driven strategy in support of eradication of modern slavery in targeted areas in Latin America including: priorities for linking with effective organizations that are building local, national and regional resistance to modern slavery; recommended priorities for sectoral concentration and forms of production to address; opportunities for joint capacity building, policy advocacy, promotion of slavery-free trade, safer labor migration, worker-driven social responsibility; and public awareness opportunities.
- Identify and work with FTS partners to implement their planned programs funded by grants and other income received by Free the Slaves. Support and provide guidance to partners as needed through field visits and other meetings, including online, conduct regular organizational capacity assessments, participate in planning and budgeting, monitor and evaluate activities, encourage information sharing among partners, and report on performance and challenges to Free the Slaves. Propose creative solutions to challenges, as they arise, while following Free the Slaves' partnership approach to community-led program work.
- Ensure the FTS training toolkit is accessed, shared and adapted, both online and offline, in the Latin America Region. Gather lessons learned and best practices, and provide expert recommendation to FTS.
- Identify major anti-poverty, migration, and human rights programs whose impact on modern slavery could be strengthened through program adaptations, staff training, networking, coalition building, and capacity building.
- Negotiate arrangements to undertake such training and technical assistance, potentially in collaboration with partners.
- Support FTS and partner advocacy efforts to influence policies, practices and implementation of anti-slavery responsibilities by Latin America regional governments and agencies, and other key audiences including key institutions. Provide expert counsel and/or assist in accessing expertise, as needed, to help with submission of draft regulations and legislation, as well as effective approaches to advocacy.

- Lead efforts to raise funds in the Latin America region to support the work of Free the Slaves and its partners by identifying potential sources of funds in the region, building relations with potential donors, facilitating contact between Latin America donors and NGO partners, hosting donors from within and outside Latin America, supporting proposal development, and assisting in grant reporting. The Latin America regional manager will work closely with the development team to support fund raising.
- Engage survivors of modern slavery in the region through building or strengthening local networks of survivors in the region
- Lead advocacy activities including organization of regional forums organized by FTS and allies and specific focus on accountability for Alliance 8.7 pathfinder countries' commitments
- Document FTS and partners' work in Latin America, with organizations' and individuals' permission, through digital photography and written stories/testimonies and ensure materials are shared with the communications team as required.
- Promote adoption of the Free the Slaves community-based approach to modern slavery eradication, through presentations, publications, advocacy and training.
- Participate in the development and implementation of Free the Slaves' overall goals and strategies, including the Community Liberation Initiative and strategic plans set by the organization.
- Supervise and orient designated staff and other regional staff in effective fulfillment of their tasks.
- Participate and lead organizational meetings as required or planned.
- Other duties as may be assigned from time to time by the supervisor.

## Qualifications

- 3+ years of experience working in the Latin America Region
- Progressively increasing responsibility as program manager or regional manager
- Demonstrated experience and skills in training online and offline, including training materials development and training implementation
- Demonstrated experience and skills in events and conference organization including logistics preparedness, event planning, etc.
- Strong organizational skills and management experience
- Experience in advocacy at country and regional levels in Latin America

- Demonstrated experience in managing and working with a wide range of regional partners
- An understanding of the universe of human rights and the movement against modern slavery, especially in the region
- Experience leading and working with staff in an innovative environment
- 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

### **Additional Qualifications**

- Legal right to live and work in a country in Latin America
- Spanish and English language capacity is required
- Familiarity with new technologies as a tool for training and mobilization an asset

### **To Apply**

Applicants should submit **a tailored cover letter that outlines your interest and relevant experience, a resume, and a list of three references** from former supervisors and colleagues.

PLEASE SUBMIT THESE AS ONE (1) WORD OR PDF DOCUMENT to <https://smrtr.io/5b9VJ>  
Include your last name in the title of the document.

### **Deadline for Submissions**

Interested applicants are encouraged to apply as soon as possible, as consideration of candidates will be done on a rolling basis.

**The application deadline is April 9 at 5:00 p.m. EDT.**

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.