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**Communications Manager**  
**Location: Washington D.C. (Optional Remote)**

**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 end the conditions that allow modern slavery to exist. 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 the 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 Caribbean, Latin America, Africa, the Middle East, North Africa, and Asia, 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 Communication Manager will oversee the design and implementation of our organizational communications strategy and the key areas of organizational communications, including social media, website, digital communications, branding, media relations, and production of content. The Communication Manager ensures our work, achievements, and other messages reach our target audiences, and actively and strategically engages with them. The Communication Manager will guide and support FTS teams throughout the organization with all aspects of their communications activities, across the FTS regions (Africa, Middle East, North Africa, South, and Southeast Asia, Latin America, the Caribbean, U.S., and Europe).

In addition, the Communication Manager will provide strategic direction across all communication platforms, nationally and internationally. The Communication Manager will oversee social media, digital communications, and audience engagement with the goal to increase followers and engagement. The Communication Manager will report to the executive director and supervise other staff as needed and will coordinate closely with the FTS development, programs, and regional teams. This position is based in Washington, D.C. but is open to remote candidates.



## **Responsibilities**

### Primary responsibilities:

- Develop the FTS brand book and brand guidelines
- Lead communication efforts for all programs (I.E. Implementing Communication processes, communications campaigns, and activities)
- Develop and manage a monthly communication calendar
- Manage and design communication strategies for internal and external partners
- In coordination with the programs, development, and global teams, design and implement effective outreach strategies for proactively engaging new audiences, prospective donors, and supporters
- Develop and cultivate close relationships with key editors, journalists, citizen journalists, and influencers at relevant outlets.
- Analyze FTS audience engagement through digital channels, including managing the development of the FTS website.
- Coordinate FTS quarterly content plans and oversee implementation of these plans.
- Keep up to date with the latest digital and communications trends, suggesting and developing innovations.
- Monitor and evaluate FTS communications using analytical tools/platforms, proposing new approaches, and implementing changes as necessary.
- Line-manage and support designated staff, as well as recruit and manage occasional temporary communications staff, consultants and volunteers.
- Support the development team with ad-hoc communications projects and activities, and perform other duties and tasks as required, consistent with the skills and expertise of the postholder, in non-routine circumstances.

### Supervisory Responsibilities:

- Lead on the development and implementation of specific campaigns, significant communications projects, and complex cross-organizational processes.
- Oversee content production, producing high-quality written and multimedia content, including promoting our work and impact through collating and editing stories, case studies, and interviews with FTS partners, beneficiaries, and allies.
- Supervise communication intern recruitment and on-boarding

### Information Technology:

- Manage the [www.freetheslaves.net](http://www.freetheslaves.net) website and provide updates as needed.
- Operate as support for the FFG site.
- Manage the Google Ad Grant system and track user engagement.



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- Lead the development and implementation of a strategy to leverage social media and other digital communications to enhance the FTS brand and enhance organizational goals.
  - Identify opportunities for, and support others in, the promotion of FTS work to a wide range of audiences through social media, email campaigns, website announcements, etc.

### **Requirements**

- Bachelor's Degree (or 3-7 years of work experience with nonprofit communication, social media management, and nonprofit administration)
- 3+ years of experience in managing internal and external communications
- Bachelor's degree, ideally in communication, nonprofit management, or a related field
- Passion and commitment to ending modern slavery
- Experience working in an intercultural workplace

### **Preferred**

- Understanding of international programs and challenges
- Experience with nonprofit donor communications
- Fluency in one or more of FTS' working languages (French, Spanish, and/or Arabic preferred).
- Hootsuite and MailChimp Experience
- Salesforce experience is a plus
- History managing Google Ads Grant Management accounts
- Able to work with a core team located in US Eastern Daylight Time Zone (EST)
- Individuals with lived experience encouraged to apply

### **Work Location:**

- Remote

### **How to Apply**

Please submit your application to [careers@freetheslaves.net](mailto:careers@freetheslaves.net) with the subject line: **Communications:Lastname\_Firstname**.

Applications should include:

- A cover letter that outlines how your interest, skills, and experience meet the qualifications for the position



- A resume
- Three references with contact information and relationship to the applicant

Applications will be reviewed on a rolling basis until the position is filled.

*Free the Slaves is an Equal Opportunity Employer and complies with all District and federal laws. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender, national origin, or protected veteran or disabled status and will not be discriminated against.*