

STRATEGIC PARTNERSHIPS MANAGER

Job description

Location	LONDON, UK - AT LEAST 2 DAYS PER WEEK IN THE OFFICE (N1)
Hours	37.5 HOURS PER WEEK
Reports to	SENIOR STRATEGIC PARTNERSHIPS MANAGER (SSPM)
Start date	ASAP
Application deadline	23 rd September 2024

About the Freedom Fund

The Freedom Fund (www.freedomfund.org) is a leader in the global movement to end modern slavery. The Freedom Fund works to combat many different forms of extreme exploitation, including forced labour, sex trafficking, forced marriage, and the worst forms of child labour. The Freedom Fund:

invests in those countries and sectors with the greatest incidence of modern slavery.

analyses which interventions work best and shares that knowledge.

brings together a community of activists committed to ending extreme exploitation and empowered by the knowledge of how best to do so.

generates funding by demonstrating how effective interventions can protect those at risk of being exploited and free those in situations of exploitation.

In its first ten years, the Freedom Fund has supported over 174 organisations across countries in Africa, South America, South and South-East Asia.

About the position

Reporting to the Senior Strategic Partnerships Manager (SSPM), the Strategic Partnerships Manager (SPM) is a member of the partnerships team, situated in the London office. They have primary responsibility for managing and servicing funding arrangements with key government donors, as well as contributing to a range of external relations activities.

The SPM manages day-to-day relations with assigned donors, monitors grant activities, ensures effective grant servicing and deliverable management, and produces timely and accurate grant reports and other relevant donor communications. They maintain relevant internal management systems (including in Salesforce) to track grant servicing commitments and coordinate with programme and finance colleagues to ensure compliance with donor requirements.

Working with colleagues across various departments, the SPM prepares or contributes to quality funding opportunities in line with donor policies and requirements. Working in close consultation with the SSPM, Senior Programme Managers from across FF's country portfolios, and others, the postholder is expected to support the strategic development of the government funding portfolio while managing their own workload with a high level of independence and professionalism.

Responsibilities

Grant management

- Manage all aspects of the grant servicing process for an assigned set of donors/grants, ensuring deadlines are met and donor requirements fulfilled.
- Lead the timely drafting and collation of programmatic reports in collaboration with relevant programmes and operations colleagues, ensuring all deliverables, including programme, financial reports, and any annexes, are in line with donor requirements.
- Establish/maintain efficient tools and systems to track donor and grant data (including through Salesforce and Business Central). Systematically log key data in those systems and provide synthesized information to colleagues and for use in Board papers, etc.
- Track grant progress in collaboration with relevant colleagues and ensure compliance with donor agreements and organizational policies, proactively identifying and mitigating risks.
- Collaborate with programme teams to track the performance of funded projects against set goals and objectives, ensuring alignment with donor expectations.

Grant writing

- Produce or contribute to funding applications for government donors, in close consultation with the SSPM and with other relevant colleagues in the partnerships, finance, and programme teams.
- Carry out donor research, monitor funding instruments for upcoming opportunities, and analyze trends in donor policies and practice.

Donor relations

- Manage day-to-day donor correspondence with assigned donors.
- Facilitate donor meetings and visits.
- Support senior managers in their donor outreach.
- Carry out internal coordination and communication with relevant colleagues to proactively respond to prospective opportunities.

Internal Coordination

- Build good relationships with colleagues on the Programme, Finance, and Partnerships Teams to ensure effective information sharing and coordinate joint inputs to various proposal and grant documents.
- Work closely with relevant colleagues in the production and dissemination of relevant deliverables, updates, and other content; and contribute as needed and appropriate to the conception and organization of donor-facing events.

Miscellaneous operational support

- Provide support to broader organizational projects or events as needed.
- Develop and maintain relationships with other NGOs, research institutions, and stakeholders to stay informed about trends, potential collaborations, and funding opportunities in the sector.

Qualifications and experience

Essential

- Entitled to work in London without work permit sponsorship **is required**.
- Excellent English writing skills.
- Strong track record in institutional donor reporting.
- Previous experience servicing grants from government agencies, including US and UK donors, **is required**, with experience with other major bilateral and multilateral donors preferred.
- Strong understanding of contracting and grant-making processes with a range of government donors, and experience reviewing and negotiating grant conditionality.
- Successful track record of working on funding bids for government donors
- Personal interest and past experience in the modern slavery field or in the broader human rights and development sector

- Experience using MS Office and Salesforce or another CRM database

Preferred

- Experience working with the US Department of State and/or the US Department of Labor.

Personal attributes

Essential

- Great attention to detail in dealing with complex donor requirements.
- Excellent interpersonal and communication skills with the ability to liaise with a range of individuals and stakeholders at all levels.
- Ability to work to tight deadlines and juggle assignments running in parallel.
- Team player committed to the Freedom Fund's vision, mission, values and goals and passionate about human rights issues.
- A commitment to excellence and a relentless pursuit of results with an exceptional work ethic, strong organisational skills and a can-do attitude.
- Ability to work independently, displaying strong initiative in solving day-to-day issues with limited direction.
- Willingness and ability to travel locally and internationally (up to 10%).

Compensation

- £51,598 to £52,956 per annum (dependent on experience)
- 10% company paid pension scheme.
- 25 days holiday pro rata, plus public holidays.
- Season ticket loan and cycle scheme available.

Application procedure

Applications should be submitted in English and include a CV, cover letter (maximum one page), and contact details of two professional referees, one of which must be the applicant's current / most recent line manager or current / most recent Head of HR. If professional referees are not applicable, personal references are welcomed, providing they are able to speak to the strengths listed in the above description.

Please send applications by email in PDF format to jobs@freedomfund.org, including 'Strategic Partnerships Manager' in the subject line before **5:00 PM (BST) on 23rd September 2024**.

Please note that only candidates selected for further consideration will be contacted. No phone calls please. **No agencies please.**

The Freedom Fund is an equal opportunities employer. In line with our values of respect, agility, and excellence, we value the strength of a diverse workforce and strongly encourage applications from people with disabilities, Black, Asian, Indigenous or Minority Ethnic backgrounds, LGBTQ+ and from different socio-economic backgrounds. Applicants must be eligible to work in London. The Freedom Fund will aim to meet candidates' access requirements throughout the recruitment process. If this is applicable, then please notify us.

The Freedom Fund is committed to the importance of meaningful survivor inclusion and leadership. As such, particular consideration will be given to applicants with lived experience of trafficking and/or forced labour.

The Freedom Fund offers any candidates with lived experience of trafficking and/or forced labour the opportunity to have an informal and confidential pre-application chat with a member of our team to discuss suitability for the role as well as any reasonable adjustments that may be needed for the recruitment process. This conversation is intended to provide support to the candidate and will not have any negative impact on the recruitment process. Please get in touch at jobs@freedomfund.org

Background checks

As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with the Freedom Fund will be subject to satisfactory pre-employment checks to ensure we recruit only those who are suitable to work with children and vulnerable persons. These checks include Disclosure and Barring Service and/or International Criminal Records Checks, satisfactory references, proof of eligibility to work in the national location of this role and checks against the Office of Foreign Assets Control data list (OFAC) which highlights any connections to terrorism or trafficking.

At the Freedom Fund, we are conscious that some candidates may have criminal records resulting from their experience of trafficking and/or forced labour. Applications from individuals with a criminal record, or who have been formerly incarcerated are accepted. We welcome a confidential conversation on this as part of the pre-application chat noted above or at the point of an offer being made.

Any offer of employment or consultancy with The Freedom Fund will only be made following successful background checks conducted on the applicant. Such checks may be updated periodically during the period of employment or consultancy. Initial checks will only be undertaken at the point of a job offer being made, and always with the prior permission of the candidate.