



## **India Program Manager Job Description 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 to empower vulnerable individuals and communities to resist slavery. We work with and through local partners to build national capacity to combat slavery and trafficking.

Headquartered in Washington, D.C., with programs in Ghana, India, Nepal, Brazil, Haiti, and the Democratic Republic of Congo, Free the Slaves has an annual operating budget of approximately \$3 million, a talented and dedicated staff of 26, including 10 in the field, and a highly engaged and supportive board of directors. For more information, see: [www.freetheslaves.net](http://www.freetheslaves.net).

### **Position Overview**

The principal roles of the program manager are to plan and implement Free the Slaves' strategy to eradicating slavery in India (currently in U.P., Bihar and Karnataka states) and to backstop all operations of the India program. This includes strengthening the work of Free the Slaves' local NGO partners, who are bringing people out of slavery and improving national and local policy frameworks related to slavery and human trafficking. The program manager supports and supervises the South Asia director (based in Delhi) and is supervised by the director of programs (based in Washington, D.C.). The program manager coordinates closely with the FTS monitoring, learning and evaluation team. The program manager also works closely with the FTS development team on grant proposal writing and reporting. This is an exciting position supporting growth in Free the Slaves' longest-standing country program.

**Location:** Washington, D.C.

### **Responsibilities:**

- Plan long-term strategy for the FTS programs in India, together with other team members.

- Play a pivotal role in expanding and diversifying the FTS portfolio in India, including building excellent relations with donors, participating in proposal writing and supporting preparation of required programmatic and financial reports to donors.
- Coordinate all operations of the India program, including advance processing and expense reporting of Indian grassroots partners and FTS India staff.
- Support the director of programs in improving the programs department's country program operational systems and management.
- Supervise the South Asia director, based in Delhi, and collaborate with the South Asia director and the India associate (based in Varanasi) on all aspects of the program's management.
- Oversee the capacity building and grant relationships with grassroots partners based in India, who are engaged in community education and organizing aimed at bringing people out of slavery and changing the norms and systems that allow slavery to persist, monitoring and documenting slavery violations, national and local advocacy and rights-based livelihood interventions.
- Communicate the work, progress, challenges and outcomes of the India program to FTS staff, board and the general public.
- Coordinate closely with FTS monitoring and evaluation staff, overseeing the implementation of monitoring and evaluation of our India program.
- Oversee the development of annual plans and budgets for the India programs and for funded grassroots partners and the monitoring of adherence to the plans and budgets, taking corrective action as needed.
- Support the director of programs in advocacy directed at the U.S. government and U.S.-based companies, as relevant to the India program.

**Requirements:**

- An existing right to work in the U.S. (green card or U.S. citizenship);
- Fluency in English;
- Strong organizational and time management skills;
- Program management and operational experience, skills and aptitude;
- Relevant post-graduate qualification (e.g. International Development, Human Rights, Law, Community Work/Social Work) or breadth of work and educational experiences to substitute effectively;
- Enthusiasm for spending up to 20 percent time traveling in India;
- Passion and commitment to ending modern slavery;
- Innovative spirit and willingness to use creative thinking;

- Determination and ability to sustain positive, respectful and dynamic relationships with overseas partners, alongside expectations of mutual accountability;
- Ability to develop budgets, understand income and expenditure reports and give meticulous attention to financial management;
- Ability to work with limited administrative support;
- Strong English writing skills, including ability to write for different audiences.

**Preferred:**

Experience or expertise in the following areas:

- Working in India or elsewhere in South Asia;
- Knowledge of Indian history, politics and culture;
- Hindi language proficiency (desirable, but not required);
- Working with grassroots, community-based organization while based in Global South;
- Working on rights-based community organizing and development of decent work and income generation opportunities;
- Grassroots-led social change, especially in the anti-slavery and anti-trafficking movement;
- Building the capacity of local non-governmental organizations and/or government agencies;
- Grant management and program operations management;
- Supervising professional staff;
- Securing and managing grants.

**Salary:**

Free the Slaves offers competitive benefits, and salary commensurate with experience and skills.

**How to Apply:**

Applicants should send a tailored cover letter that outlines how your interest, skills and experience meet the qualifications for the position, resume and a list of references to [careers@freetheslaves.net](mailto:careers@freetheslaves.net) with "**FTS India Search** [Your Name]" in the subject line. Please include your last name in the title of each document. Please indicate the annual full-time salary rate required.

**Deadline for Applications:**

Applications received by **Monday, April 20th, 6:00 p.m. EST** will receive full consideration. Applications received after this date may be reviewed on a rolling basis until the position is filled.

*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.*