



## Development Assistant

### Job Description

Free the Slaves is seeking a dynamic, passionate individual to join our global team of anti-slavery activists.

#### *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 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.

Headquartered in Washington, D.C., with projects in Africa, Latin America, Asia, the Caribbean and the Middle East, Free the Slaves has a talented and dedicated staff including in its country and regional offices, and a highly engaged and supportive board of directors. For more information, see: [www.freetheslaves.net](http://www.freetheslaves.net).

#### *Development Assistant*

Free the Slaves is seeking a Development Assistant to support the functioning of a three-person fundraising team. This position will be a fundraising generalist, supporting all aspects of the team, including government grants, foundations, corporations, and individuals as well as the basic administration of the fundraising team. This position will have primary responsibility for administering the Salesforce database as well as the Mailchimp mass emailing and social media.

Individuals with lived experience of modern slavery are encouraged to apply.

Example responsibilities include:

- Interfacing with grassroots donors and the general public
- Soliciting entry-level gifts
- Conceiving and running email and social media campaigns
- Public speaking

- Running Faith in Action or other themed campaigns
- Graphic design for fundraising materials
- Writing short proposals, brochures, or other fundraising materials
- Supporting program coordination for proposals and other fundraising projects
- Processing gifts
- Running the acknowledgment process
- Donation and donor data entry
- Administering Salesforce
- Supporting board meetings and other events
- Running donor data reports
- Supporting the Executive Director on travel and other fundraising-related activities

Qualifications:

- Bachelor's Degree or higher
- 2 years experience in a non-profit organization, preferably in fundraising
- Prior experience with Canva or other graphic design application
- Prior experience with Salesforce Non-Profit Starter Pack a plus
- Persuasive communicator in writing and speaking
- Detail oriented and systematic worker
- Ability to run regular tasks with minimal oversight
- Deep passion for human rights, especially ending modern slavery
- Knowledge of the anti-slavery field preferred, but also human rights, women and girls' rights, anti-racism, social justice, or related fields
- Prior experience in the Global South a plus
- Fluency in French or Spanish a plus

Free the Slaves is a global organization - some work outside normal business hours is required to accommodate colleagues in varying time zones. Some work on weekends is required to meet deadlines, events, etc.

This position reports to the Head of Development and also supports the Development Officer and Executive Director. They will collaborate extensively with the Communications Manager and are expected to work cross-functionally with our regional teams.

This position must be based in metro Washington, DC and is hybrid - they will be expected to be in our Dupont Circle office several days per week.

To apply, please submit a resume, a cover letter, and a work sample with basic graphic design to [careers@freetheslaves.net](mailto:careers@freetheslaves.net) by **March 31, 2023** for full consideration.