



Job Description

Development Manager

Location: Anywhere

November 2023

About Free the Slaves

Founded 20 years ago, Free the Slaves is the leading organization in the anti-modern slavery movement and is dedicated to changing the conditions that allow modern slavery to exist. Through innovative programs, FTS works at community level to build resilient and resistant communities to modern slavery and lead the advocacy at global level.

Currently, Free the Slaves works across the regions of the globe including South and Southeast Asia, Africa, the Middle East, Latin America and the Caribbean.

Free the Slaves runs the Freedom from Slavery Forum and it is a member of the Global Coordinating Group (GCG) of the Alliance 8.7 where it is one of the three organizations representing Civil Society.

Position Overview

The **Development Manager** will play a critical role in raising funds, building and expanding the base of support for FTS in-country programming, organizational engagements, and movement advancement. This position is integral to the design and implementation of the Free the Slaves fundraising strategy, ensuring alignment with the mission, vision and programmatic goals of the organization. The Fundraising Manager will work closely with the leadership and staff of Free the Slaves on strategic initiatives and oversee the organization's fundraising efforts. The Development Manager reports to the Executive Director.

This position can be based anywhere depending on candidate's preference

Responsibilities

The Development Manager will:

- Work with the Executive Director, FTS staff and the Board Fundraising Committee to grow income from new and existing supporters, identify opportunity donor segments, and design campaign programs.
- Participate in the review, revision, and update of strategic planning to increase revenue from a diversified portfolio of institutional donors (governments, multilaterals and foundations), while overseeing the individual and corporate fundraising initiatives.
- Design and implement an organizational fundraising strategy (short and long term)
- Evaluate new opportunities as they arise and determine relevance to strategy and income potential.
- Lead the process of grant reports and grant proposals including grant writing, coordinating the efforts of the concerned staff members.
- Maintain a grant calendar to ensure all deadlines for proposals and reports are met.
- Work with the board and staff members in managing the fundraising initiatives.
- Develop an in-depth understanding of the work of Free the Slaves to be an effective

representative to donors (foundations, governmental and multilateral agencies, corporate and individuals).

- Support appeal campaigns and online giving initiatives.
- Build and foster relationships with prospects and donors through visits, correspondence, and regular communication.
- Oversee the maintenance and integrity of the Salesforce, and other systems at FTS.
- The Development Manager may be asked to travel to solicit funds or in support of fundraising efforts.

Key Relationships

The Development Manager will:

- Report to the Executive Director, serving as an advisor to the Executive Director on fundraising, and effectively deploying the ED as a fundraising asset.
- As grant writer, lead the development, review and submission of proposals
- Lead the process and execution of grant reports
- Supervise the staff assigned to the development team
- Develop and execute the organizational development and fundraising plan and strategy.
- Attend quarterly meetings of the Board of Directors and serve on the Board Fundraising Committee.
- Collaborate with the Head of Communications and Digital engagement in the development and execution of communications and social media strategies, collateral production, digital campaign and direct mail messaging, and technology compliance with fundraising efforts.
- Work closely with the Programs Department and country teams to align programmatic goals and fundraising efforts.
- Work effectively with the Finance Department to ensure accurate revenue estimates and projections are integrated into financial planning and reports.
- Communicate regularly with the Senior level managers to ensure that appeals to donors reflect up-to-date evidence about the effectiveness of Free the Slaves programs.
- Collaborate with all teams to ensure they have fundraising expertise informing their work.

Qualifications

- 6+ years of progressively-increasing responsibility as a frontline fundraiser operating in fast-paced environments with a diversified portfolio of individual, foundation, government, and corporate donors.
- Demonstrated breadth and depth of expertise and experience in securing funds for international nonprofit organizations.
- Demonstrated experience in grant writing
- Deep personal connection and/or demonstrated commitment to the organizational mission.
- Excellently keen to details and accurate analysis
- 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.
- Superior negotiating, organizational, analytical and fundraising skills, including the ability to interpret financial information and manage data.
- Experience overseeing budgets, with the capacity to allocate resources strategically.
- Strong knowledge of fundraising tech platforms and understanding of current and emerging media platforms, technologies and trends.
- An understanding of the universe of human rights and anti-modern slavery funders.
- Experience leading and working with staff in an innovative environment.

- Demonstrated experience in grant and report writing

Geographic location

- This position is remotely based, candidate will have the option of working from home.

Preferred qualifications

- Experience in securing government grants, especially from the State Department, USAID, and/or other government agencies.
- French and/or Spanish language capacity an asset.

To Apply

Applicants should submit a tailored **cover letter** that outlines your interest and experience, a **resume**, and a **list of three references** from former supervisors. **PLEASE SUBMIT THESE AS ONE (1) WORD OR PDF DOCUMENT** to Careers@freetheslaves.net

Please include your last name in the title of the document.

Deadline for Submissions

Interested applicants are encouraged to apply as soon as possible. Submissions will be reviewed on a rolling basis.

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.

