

EXTERNAL RELATIONS & ADMIN OFFICER

Job description

Location	New York City, US with at least two days a week in the office
Hours	40 hours a week
Reports to	Senior Strategic Partnerships Manager (Individual Philanthropy)
Start date	ASAP
Application deadline	27 th October

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

The External Relations Officer is a key support role within the Freedom Fund's **External Relations team**, which encompasses both Strategic Partnerships and Communications. Based in New York, the postholder will provide vital administrative, research, and logistical support to strengthen the effectiveness of the team, with a primary focus on philanthropy and donor engagement through the Strategic Partnerships function.

This role combines prospect research support, day-to-day team administration, and responsibility for managing the New York office. It will also provide coordination and support to the Managing Director of External Relations, and some ad hoc support to the

Communications team, to ensure aligned, efficient, and high-quality external engagement. By keeping operations running smoothly, supporting donor-facing activities, and helping colleagues efficiently manage portfolios of donors and prospects, the Officer plays a crucial role in enabling the External Relations team to advance the Freedom Fund's fundraising and communications goals.

The successful candidate will be highly organized, detail-oriented, and eager to contribute to a dynamic, mission-driven team working to end modern slavery.

Responsibilities

Administrative Support

- Provide executive administrative support to the Managing Director of External Relations, including calendar management, scheduling, expense reporting, and preparation/processing of paperwork.
- Support the Managing Director with preparation of briefings, donor/prospect profiles, occasional research and fact-checking, and talking points for internal and external meetings.
- Provide scheduling and administrative support to the Strategic Partnerships and Communications teams, including scheduling internal meetings, preparing agendas, note-taking, and tracking follow-ups.
- Assist with invoice processing and budget tracking.

Fundraising Operations

- Manage the new lead intake process — adding new prospects to the new lead intake tracker, conducting initial research, and populating key information to support effective prospect qualification and follow-up.
- Facilitate team use of Salesforce and Asana by supporting data entry and periodic data cleaning, running reports, and flagging issues to ensure records are accurate, processes are followed, and team members maintain up-to-date information.
- Track and record donations received through the Freedom Fund website and received through the mail, drafting appropriate acknowledgement letters, and ensuring internal records are accurate and current.

Event and Guest Support

- Support the Events Manager (based in London) in planning and execution of donor events and occasional team events, serving as NYC-based support for local event logistics.
- Assist with event preparation such as materials, catering/setup, guest arrivals, and ensuring a high-quality donor and partner experience.
- Coordinate logistics for visiting staff, partners, and donors, including welcome preparation and guest passes.

Office and Operations Support

- Serve as an in-office point of contact at least two days per week.

- Manage day-to-day office needs, including ordering and stocking supplies, snacks, and coffee.
- Check and sort mail, manage shipping needs, and coordinate courier services (including periodic mail collection in Brooklyn; public transport costs covered).
- Maintain shared office spaces to ensure they are organized and guest-ready.
- Liaise with building management, vendors, and the END Fund office manager as needed.
- Support with filing state paperwork, including collecting signatures or arranging notarization.
- Handle ad hoc projects, including storage and inventory management.

Qualifications and experience

Essential

- Strong organizational skills and attention to detail, with the ability to manage multiple priorities and deadlines.
- Strong written and verbal communication skills, with the ability to draft, edit, and format documents and materials to a high standard.
- Proactive and reliable, with the ability to work independently and as part of a team.
- Positive, can-do attitude and willingness to handle a wide variety of tasks.
- Experience using project management or collaboration tools (e.g., Asana, SharePoint, Google Workspace) and willingness to maintain team systems and processes.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and comfort with databases/CRMs (Salesforce preferred).
- Commitment to the mission, values, and goals of the Freedom Fund.

Desirable

- Experience supporting fundraising, donor relations, or philanthropy in a nonprofit or related environment.
- Familiarity with donor communications, proposals, and/or report preparation.
- Prior experience in an administrative or office support role.
- Experience providing logistics support for events, including working with external vendors and supporting onsite execution.
- Knowledge of basic communications processes (e.g., assisting with collateral, proofreading, coordinating materials).

Personal Attributes

- A strong commitment to the Freedom Fund's mission, values, and goals, with a passion for advancing human rights globally.

- A collaborative, team-oriented approach, with a willingness to support colleagues across geographies and functions.
- High level of professionalism and discretion, particularly when working with donor and prospect information.
- Strong interpersonal skills and the ability to engage effectively with colleagues, partners, and visitors.
- Exceptional attention to detail and a commitment to accuracy in all aspects of work.
- Adaptability and comfort working in a fast-paced, entrepreneurial environment.
- Enthusiasm for learning and developing skills in fundraising, donor engagement, and nonprofit communications.

Compensation

- Salary: \$78,797- \$80,870 annually.
- 5% employer sponsored 401k contribution (non-matched).
- 25 days vacation per annum, plus 8 national holidays; positive work culture that supports good work life balance.
- Access to mental wellbeing platform.
- Annual learning and development budget.
- Generous health benefits package with full coverage of monthly premiums for medical, dental and vision.
- Additional cover is provided for spouses and dependents.
- Generous parental leave allowance and pay.

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 **'External Relations & Admin Officer'** in the subject line before **9am on Monday, 27th October 2025**.

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 the New York office. 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.