

# STRATEGIC PARTNERSHIPS OFFICER

## Job description

Location	London, UK
Hours	37.5 hours a week, 2 days in the office
Reports to	Senior Strategic Partnerships Manager
Start date	1 <sup>st</sup> May 2026 (Fixed term contract of 10 months)
Application deadline	18 <sup>TH</sup> March 2026, 9am UK time

## About the Freedom Fund

At the Freedom Fund, we believe in the power of frontline leadership to end modern slavery. We are a collaborative fund that exists to get resources where they are most needed, into the hands of those working directly to dismantle systems of exploitation. Since our founding in 2014, we've invested over \$100 million into community-based organizations across Asia, Africa, and South America, supporting survivors, building movements, and creating lasting change.

We know that human trafficking and forced labor are not abstract issues, they are deeply rooted in injustice, inequality, and systemic failure. As we look ahead to 2030, our new strategy focuses on doubling down on what works: investing in frontline partners, amplifying survivor leadership, influencing global systems, and shifting power and funding to communities. By the end of this strategic period, we aim to directly improve the lives of 2.5 million people currently in or at risk of slavery, strengthen anti-slavery movements across 11 countries, and mobilize \$350 million in support of our shared mission.

We are committed to being a values-driven employer. Our organizational culture is warm, collaborative, and committed to continuous learning. We strive to be a place where people feel safe, valued, and able to do their best work in service of our vision: a world free of slavery.

## About the position

An exciting opportunity for an ambitious individual to cover a period of parental leave, joining us in a key role within the Freedom Fund's Strategic Partnerships team.

Based in the UK, the postholder leads the Freedom Fund's fundraising operations, ensuring that systems, processes, and workflows run smoothly and effectively across the team. They oversee the operational backbone of the fundraising function - including Salesforce, Asana, gift processing, acknowledgements, reporting, and coordination with Finance to enable efficient, accurate, and compliant fundraising activity.

In addition, the Officer contributes to the organisation's institutional philanthropy efforts. This includes supporting prospect research, proposal development, donor reporting, and the preparation of stewardship materials, working closely with senior colleagues across the Strategic Partnerships team.

Finally, as a member of a highly collaborative global team, the Officer supports broader Strategic Partnerships priorities by contributing to planning, shared projects, and donor engagement activities, including events.

The successful candidate will be highly organised, detail-oriented, and proactive, ideally with experience of supporting a busy and thriving fundraising function. They will be motivated to contribute to a dynamic, mission-driven team working to end modern slavery.

## Responsibilities

### Fundraising Operations

- Lead the Freedom Fund's fundraising operations, ensuring all systems and processes function effectively to support donor engagement and fundraising success.
- Oversee the donor database (Salesforce), maintaining data integrity, accurate records, and smooth functionality.
- Lead ongoing data quality control processes by running reports, identifying gaps or inconsistencies, and working with fundraisers to ensure records are accurate and up to date.
- Ensure timely and accurate handling of all gifts by overseeing the gift entry, tracking, and acknowledgement processes. Fundraisers are responsible for entering gifts and preparing acknowledgements for their donors; this role provides quality control, ensures consistency, and liaises with Finance to reconcile revenue and track grant disbursements.
- Provide Salesforce and Asana guidance to colleagues, ensuring consistent and effective use across the team.
- Develop, update, and maintain fundraising SOPs to ensure clarity, efficiency, and alignment with organisational policies.
- Produce reports and dashboards on fundraising performance and KPIs, including regular reports for the Senior Leadership Team and Board.
- Identify and implement process improvements, tools, and workflows that enhance efficiency and support data-driven decision-making.

### Institutional Philanthropy

- Assist with prospect research, utilising online tools and other sources to provide initial data to support the Strategic Partnerships team in their identification and qualification of new prospects, and supporting an External Relations Officer to do the same.
- Support the drafting of donor profiles, internal briefings, and strategy notes to inform cultivation and solicitation.
- Support the preparation, formatting, and editing of donor proposals, reports, and presentations.
- Help develop and maintain donor-facing collateral, in collaboration with the Strategic Partnerships and Communications teams.

### Team Collaboration and Support

- Contribute to Strategic Partnerships team planning, workplans, and shared projects.
- Support donor engagement activities and events, including providing on-site assistance with logistics and guest experience.
- Participate in broader organisational processes and meetings as needed.

## Qualifications and experience

### Essential

- Experience working in the nonprofit or philanthropy sector, with a focus on fundraising operations, donor relations, or institutional fundraising.
- Strong organisational skills and attention to detail, with the ability to manage multiple priorities, complex projects, and deadlines.
- Demonstrated ability to draft, edit, and format donor-facing documents such as proposals and reports to a high professional standard.

- Experience managing CRMs (Salesforce strongly preferred) and project management tools (e.g., Asana), with the ability to maintain data integrity and support colleagues in using them effectively.
- Strong written and verbal communication skills, with the ability to collaborate across teams and functions.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Google Workspace.
- Commitment to the mission, values, and goals of the Freedom Fund.
- Entitled to work in the UK without work permit sponsorship

### Desirable

- Prior experience supporting institutional foundations fundraising.
- Knowledge of nonprofit finance processes, including revenue tracking, reconciliation, and donor reporting requirements.
- Experience preparing donor-related materials (e.g., briefings, profiles, presentations) to support cultivation and solicitation.
- Familiarity with donor stewardship practices, including acknowledgements and compliance tracking.
- Experience in an international or human rights-focused organisation.

## Personal attributes

### Essential

- 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 financial information.
- Strong interpersonal skills and the ability to engage effectively with colleagues, partners, and stakeholders.
- Strong problem-solving orientation, with the ability to take initiative and improve processes proactively.
- 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 operations, donor engagement, and nonprofit philanthropy.
- Proactive, reliable, and motivated to contribute to a dynamic, mission-driven team.

## Compensation

- £38,857 – £39,879 per annum, plus 10% non-contributory pension scheme.
- 25 days holiday pro rata, bank holidays, additional 3 days Christmas closure in December.
- Season ticket loan and cycle schemes 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](mailto:jobs@freedomfund.org), including '**Strategic Partnerships Officer**' in the subject line before **9AM on 18<sup>th</sup> March 2026**.

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 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](mailto: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.