
Job Description and Person Specification

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| Job title: | Grants and Trusts Fundraiser |
| Reports to: | Head of Development |
| Salary: | £42,193 full-time, plus up to 5% employee matched pension contribution. |
| Date call released: | 07 April 2025 |
| Deadline for applications: | 05 May 2025 |
| Start date: | ASAP |
| Duration: | This is a full-time, permanent position |

About Reprieve

Reprieve works with people whose circumstances have made them extremely vulnerable. Our aim is simple: to consign the death penalty and abuses carried out in the name of “counter-terrorism” or “national security” to history, drawing public and political attention to these past harms with a view to preventing them from occurring again.

In our view, you can best judge a society by how it treats prisoners, criminal defendants, and the far-flung targets of an ever-changing counter-terror policy. To us, the rule of law means little if we selectively apply it to people we agree with. It is for all of us. Liberty is always eroded at the margins.

Reprieve’s staff is made up of courageous and committed human rights defenders. Founded in 1999, we provide free legal and investigative support to people facing the death penalty and those victimised by states’ abusive counter-terror policies – rendition, torture, arbitrary detention and extrajudicial killing.

We fight our clients’ cases in courts around the world; investigate their mistreatment; and advocate on their behalf, encouraging public and political debate of human rights issues.

Reprieve’s main office is in Aldgate, London, UK. Reprieve also supports full-time Fellows, who work as lawyers, investigators and campaigners in the countries in which we work. We work closely with a number of partner organisations in jurisdictions all over the world, who provide access to clients, expertise, knowledge and guidance on specific issues or regions. We work in cooperation with relevant government officials, individual lawyers and human rights defenders, as well as individual, corporate and foundation funders to further the cause of our shared goals.

Reprieve works in close partnership with its independent sibling organisation Reprieve US. This collaboration is mutually beneficial to both Reprieve and Reprieve US as it enables each organisation to work more effectively and take advantage of the strategic locations to increase the impact of our work.

Reprieve is an equal opportunity employer, and we particularly welcome applicants from Black and minority ethnic communities, members of the LGBTQ+ community, and those with disabilities. Reprieve is committed to fighting racism and advancing racial justice, both in our work and within Reprieve. For more information, please see our [Equality, Diversity and Inclusion Statement](#). You can also [read more about our recruitment process](#).

About the Role

This is a fantastic opportunity to join Reprieve's dynamic Development Team to secure vital income to power our high-impact human rights work. Working across both Reprieve and Reprieve US, you will make a real impact by focusing on Government and Trusts and Foundation donors. With proven fundraising experience, you will bring specialist expertise in at least one of these fundraising disciplines.

Working with the Head of Development, you will manage relationships with a portfolio of Trusts & Foundations and Government donors, building strong partnerships, and identifying opportunities to enhance collaboration. You will be responsible for securing new grants, managing funding in line with donor requirements, and leading on the preparation of accurate and compelling applications, reports and communications.

You will also be responsible for prospecting and working with the Casework Team and senior leadership team to cultivate new donor relationships, expanding our grants and trusts income in a sustainable and strategic way. Your role will be key in driving sustainable growth and maximising the impact of our funding partnerships

You will be highly-organised, with sound judgment, and the ability to build excellent relationships – both with donors, and colleagues across the organisation. Your exceptional writing skills will enable you to translate technical language into engaging and accessible content for donor audiences. You will have a solid understanding of financial processes, allowing you to be able to work effectively with the Finance and Casework teams to develop project budget and financial reports. A critical thinker and a quick learner, you thrive when taking on new challenges and getting stuck in. You will be ambitious, and excited about raising money for Reprieve.

In return, you will join a friendly, supportive and high-performing Development Team, working together towards shared income targets. As part of a small team, you will benefit from a flexible and collaborative approach, where colleagues step in and support each other. You will have opportunities to develop expertise, gain experience, and access training and professional development as needed. You will work with brilliant human rights lawyers, investigators, and campaigners and will contribute towards addressing some of the most pressing human rights abuses across the world.

You will share our commitment to fighting against racism and advancing racial justice, and understand our responsibility to do our work in a way that does not compound racist structures.

Responsibilities of this Role

Grant-writing and income generation

- Contribute towards team income targets by securing funding, primarily from Governments and Trusts and Foundations
- Collaborate with caseworkers, fellows and partners, to understand project activities, objectives, and the budget needed
- Lead on the drafting of persuasive and professional grant applications – including coordinating input and sign-off – to secure and renew funding, ensuring they are persuasive, well-structured and aligned with donor priorities
- Collaborate with the Casework and Finance teams to develop accurate and strategic budgets for applications
- Collaborate with caseworkers to develop measurable objectives and indicators for applications, ensuring clarity in proposals and alignment with organisational goals.

Identifying, researching and progressing new funding opportunities

- Build a pipeline of viable prospective grant-makers through proactive research and investigating opportunities, assessing factors such likelihood of success, available funding, and the needs of the area of work it might cover
- Consult with caseworkers and Development Team colleagues to evaluate funding prospects, including identifying any relevant connections or strategic approaches.
- Think creatively about new income streams that may be available to Reprieve.

Cultivating relationships with funders

- Maintain up-to-date knowledge about donors in portfolio, including priorities and interests, key deadlines and engagement touch points
- Develop and implement stewardship plans for prospective funders and ensure strong relationship building, through introductions, regular communications, and meetings, together with other colleagues as required
- Brief the Joint Executive Director, members of the Senior Management Team and other caseworkers prior to meetings with donors, providing information on donor priorities and areas of Reprieve's work which are a potential fit, history of their relationship with Reprieve, ongoing grants, etc. as applicable
- Draft and send high-quality regular communications and ad hoc updates on major achievements and developments
- Track grants and trusts income, and ensure all donors are thanked and acknowledged promptly
- Identify opportunities to engage donors, sharing interesting news, add value, and show our appreciation for our donors.

Grant planning, monitoring and reporting

- Support the set-up of new grants, liaising with the Finance Team to set up project codes, and leading on a kick-off meeting to ensure the casework and finance teams are aware of grant deliverables, timelines, budgets and grant conditions
- Organise regular check-ins with caseworkers to monitor progress on project grants, to ensure we are on track with activities, deliverables and on budget.

- Draft concise and captivating reports for funders, meeting all deadlines
- Coordinate with Finance Team to translate financial data into interim and narrative financial reports for institutional donors.

General

- Be an active member of the Development Team, and the wider Fundraising Team, contributing to meetings and brainstorming, mucking in with tasks and collaborating with others
- Ensure that Raisers Edge, Donor Perfect, donor files and our Grant Monitoring Table are accurate and up to date with key documents, communications, donation information and deadlines
- Keep abreast of Reprieve’s areas of work, including key achievements and operational plans
- Keep abreast of changes, trends and regulations within the charity sector and across fundraising
- Represent Reprieve and its aims both face-to-face and in written communications with supporters
- Other roles as requested which may include, but not be limited to, drafting other communications, nominating Reprieve and our partners for awards, and helping ensure the smooth running of events.

Person Specification

| CRITERIA | Essential | Desirable |
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| A genuine interest in human rights and a commitment to Reprieve’s goals | ✓ | |
| Right to live and work in the UK currently and for the duration of the contract | ✓ | |
| Solid fundraising experience, with proven ability to generate 5 and 6 figure donations from government donors or Trusts and Foundations, ideally both | ✓ | |
| Proven experience of identifying, cultivating and recruiting new funders | ✓ | |
| Excellent written and communication skills, with the ability to engage and inspire including when using technical and nuanced case studies | ✓ | |
| Excellent coordination skills – working across teams to gather information for applications, reports and updates, and facilitate effective donor stewardship | ✓ | |
| Demonstrable ability to produce high-quality funding applications, reports and other donor communications | ✓ | |
| Proven ability to understand, manage and support colleagues internally with grant rules and requirements | ✓ | |

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| Demonstrated financial literacy with experience building budgets and financial reporting, with support from a finance team | ✓ | |
| Excellent interpersonal skills with the ability to work well with internal and external contacts, including connecting with funders from a range of backgrounds | ✓ | |
| Ability to work independently, be self-sufficient and problem solve | ✓ | |
| Ability to work harmoniously and creatively in a small team, and a willingness to muck in and help your colleagues during busy periods | ✓ | |
| Excellent organisational and prioritisation skills, including able to work under pressure, and respond to multiple competing demands on your time | ✓ | |
| Meticulous attention to detail | ✓ | |
| Confident user of Microsoft Office programmes | ✓ | |
| Knowledge of the charity sector, trends, best practice and applicable legal and regulatory matters including data protection | ✓ | |
| Experience of fundraising from US donors | | ✓ |
| Experience of fundraising from European governments | | ✓ |
| Data management skills and experience of using Raisers Edge, Donor Perfect and/or another CMS | | ✓ |

Key Contacts

Reporting to the Head of Development, you will collaborate closely with two other Officers in the Development Team (responsible for Trusts & Foundations, Government donors, Corporates, High Value Donors and Events). You will also work with the Mass Engagement Team (responsible for public giving), and the Deputy Director for Fundraising, who oversees both teams. In addition, you will also work closely with the Senior Management Team, the Casework and Finance teams, and Reprive US. Externally you will build relationships with both current and prospective funders, as well as with local partners.

Length and Salary

This is a full-time role, on a permanent contract. The annual salary is £42,193 full-time per annum, less any required deductions for income tax and national insurance.

Reprive operates a hybrid working model and we ask staff to work two days per week from the London office and the rest of the week from home. However, we are open to discussions on a flexible working arrangement on a case-by-case basis. This

is a role that may require travel and work outside of core office hours from time to time, for example for donor events.

Applicants must have the current right to work in the UK, which will be checked prior to interview. Reprieve is proud to have an open and transparent pay structure, governed by a 2:1 pay ratio between the highest-paid member of staff and the lowest-paid member of staff. We are a flexible employer and offer a range of nonfinancial benefits to employees. We welcome applications from a range of backgrounds. [Learn more about Reprieve's salary structure and ethos.](#)

To apply

[To apply, please download the application form and job description and then upload your completed application form](#) by 23:59 BST on 5 May 2025. Please also [complete a personal details form](#).

Please note that cover letters, CVs and other documents cannot be considered for this role and should not be submitted. We are also not able to accept applications via email.