

## Job Description and Person Specification

<b>Job title:</b>	Philanthropy and Partnerships Officer
<b>Reports to:</b>	Head of Development
<b>Salary:</b>	£42,193, plus up to 5% employee matched pension contribution
<b>Date call released:</b>	07 April 2025
<b>Deadline for applications:</b>	05 May 2025
<b>Start date:</b>	ASAP
<b>Duration:</b>	This is a full-time role on a one-year fixed term contract, with the possibility to extend, subject to funding

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### 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.

Relieve 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. Relieve is committed to fighting racism and advancing racial justice, both in our work and within Relieve. 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 Relieve's dynamic Development Team to secure vital funding to power our high-impact human rights work. Working across both Relieve and Relieve US, you will make a real impact by focusing on Major Donors, corporate partnerships, and events. With proven fundraising experience, you will bring expertise in at least one of these fundraising disciplines.

Working closely with the Head of Development, you will play a key role in delivering our Major Donor programmes across the UK and US. This includes coordinating stewardship activities for Major Donors and high-profile supporters, as well as assisting in the planning and execution of an exciting events programme – including a high-end art auction planned for the autumn.

With support from the Head of Development and the Deputy Director, Legal & Governance, you will also contribute to securing new corporate partnerships, and take the lead in preparing accurate and compelling applications, reports, and communications for corporate partners and Trusts & Foundations.

Passionate about Relieve's work, you will have a strong commitment to Relieve's mission and the ability to communicate this to potential and existing supporters.

You will be highly organised and detailed orientated, with sound judgment, and the ability to build excellent relationships – both with donors, and with colleagues from across the organisation. Your exceptional verbal and written communication skills will enable you to translate technical language into engaging and accessible content for diverse audiences. A critical thinker and a quick learner, you thrive when taking on new challenges and getting stuck in. You are creative, driven, and excited about raising money for Relieve.

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 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**

### **Major Donors**

- Work with the Head of Development to deliver a Major Donor fundraising strategy to secure significant gifts from individuals in the UK and US
- Create compelling, tailored funding proposals, reports, and communications to engage and inspire Major Donor supporters
- Identify, research and cultivate prospective donors, building a strong pipeline of high-value supporters for current and future financial years
- Work with the Heads of Development and Mass Engagement Team to design and deliver a stewardship programme for mid-levels donors, with the potential to become Major Donors
- Assist in managing relationships with Reprieve's patrons, ambassadors and high-profile supporters.

### **Events**

- Support the planning and delivery of high-quality stewardship events for Major Donors, corporate partners, and high-profile supporters
- Organise a high-end art auction planned for the autumn, ensuring its success.
- Work with the Head of Development to manage the events budget, ensuring effective allocation of resources and cost efficiency.

### **Corporate partnerships and Trusts & Foundations**

- Collaborate with the Head of Development and the Deputy Director, Legal & Governance to manage relationships with a portfolio of existing corporate partners, including UK law firms
- Identify, research and develop new corporate partnerships opportunities, including event sponsorship and pro bono support
- Lead a portfolio of Trusts & Foundations (< £10,000), managing existing grants, soliciting renewals and pursuing uplifts where possible
- Maintain up-to-date knowledge of donor priorities, interests, and deadlines.
- Create compelling, tailored funding proposals, reports, and ad-hoc updates for corporate partners and Trusts & Foundations, including coordinating input and sign-off as needed.

### **General**

- Be an active member of the Development Team, and the wider Fundraising Team, contributing to meetings and brainstorms, mucking in with tasks and collaborating with others
- Track income, ensuring donations are promptly acknowledged and donors receive timely and meaningful recognition
- Ensure excellent donor stewardship through thorough excellent record keeping and preparing high-quality briefings and meeting notes
- 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, attending events, and nominating Reprieve and our partners for awards.

## Person Specification

CRITERIA	Essential	Desirable
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 experience in identifying, cultivating and soliciting gifts from Major Donors, or corporate partners, ideally both	✓	
Experience in coordinating a range of high-quality events, with strong organisation and logistical abilities	✓	
Excellent written and verbal communication skills, with the ability to craft compelling proposals, donor communications and event materials	✓	
Excellent coordination skills – working across teams to gather information for applications, reports and updates, and facilitate effective donor stewardship	✓	
Demonstrated financial literacy with experience building budgets and financial reporting, with support from a finance team	✓	
Excellent interpersonal skills with the ability to build and maintain positive relationships with donors, colleagues and external stakeholders.	✓	
Ability to work independently, be self-sufficient and problem solve	✓	
Experience of working with high-profile individuals	✓	
Ability to work creatively in a small team, and a willingness to muck in and help your colleagues during busy periods	✓	
Excellent organisational and prioritisation skills, including attention to detail, ability to work under	✓	

pressure, and to respond to multiple competing demands on your time		
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 in the US		✓
Knowledge of the art sector		✓
Experience of organising and executing online auctions		✓
Experience of working with corporate partners		✓
Experience in maintaining accurate records, including 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 and government donors). 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 Reprieve 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 one-year fixed term contract, with the possibility to extend, subject to funding. The annual salary is £42,193 per annum, less any required deductions for income tax and national insurance.

This role is based in Reprieve’s London office. Reprieve operates a hybrid working model and we require staff to work 2 days per week from the London office and the rest of the week from home. Applicants must have the current right to work in the UK, which will be checked prior to interview.

Your presence is important during core office hours, whether remotely or in the office. You will also be available outside of office hours in the event of an emergency, for example case developments that require urgent action. This is a role that may require travel and work outside of core office hours from time to time.

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.