

Job Description and Person Specification

Job title:	Fundraising Coordinator
Reports to:	Mass Engagement Officer
Salary:	£32,696 per annum (full-time; total pay will reflect the length of the contract) plus up to 5% employee matched pension contribution
Date call released:	8 May 2026
Deadline for applications:	31 May 2026
Start date:	ASAP
Duration:	This is a full-time role on contract until 31 December 2026 (possibility for extension, subject to funding) Our core working hours are 9.30am-5.30pm Monday to Friday. Due to the global and sometimes urgent nature of Reprieve's work, flexibility outside of, or in addition to these hours will sometimes be required.

About Reprieve

Reprieve is a leading international human rights organisation working to end the death penalty and abuses committed under the banner of national security. Founded in 1999, our mission remains critically relevant as governments worldwide increasingly adopt authoritarian tactics, expanding executive power at the expense of civil liberties.

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. We provide vital legal and investigative support to those facing execution and victims of rendition, torture, arbitrary detention, extrajudicial killing, and citizenship stripping. Our work spans multiple jurisdictions, challenging states' most egregious human rights violations through strategic litigation, investigations, and advocacy.

We support cases in courts worldwide while building the legal and political momentum necessary to consign these practices to history.

Based in London with Fellows and partners globally, Reprieve operates at the intersection of law, policy, and human rights, working alongside governments, senior legal practitioners, and civil society to advance systemic change.

We collaborate closely with our independent partner organisation Reprieve US.

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 here](#). [You can also read more about our recruitment process](#).

About the Role

This is a fantastic opportunity to grow or begin your fundraising career in a role that offers real variety, responsibility and room to grow. Sitting across both Mass Engagement and Development teams, you will play an important part in helping Reprieve build strong supporter relationships, deliver excellent fundraising activity and grow the income that powers our work.

You will support a wide range of activity, from supporter care and digital communications to events, donor stewardship, trusts and foundations, and fundraising administration. Whether you are responding to supporters, helping shape engaging content, supporting high-level events or keeping key systems and processes running smoothly, you will be contributing to work that has a direct impact on Reprieve's mission.

This is an ideal role for someone at the start of their fundraising career who brings enthusiasm, energy and a genuine passion for human rights. You do not need to have done everything before; what matters most is that you are organised, proactive and people-focussed. In return, you will gain broad hands-on experience, learn from experienced colleagues and develop a strong foundation across multiple areas of fundraising.

If you are looking for a role where you can build your skills, bring fresh ideas and make a meaningful contribution, this is a brilliant opportunity to do just that.

Responsibilities

Supporter care:

- Be the first point of contact for supporters, delivering a warm, responsive and professional experience across phone, email and social media.
- Draft positive supporter-care templates and FAQs, prepare fundraising packs and thank-you letters, log all interactions in the CRM, and help keep supporters connected and valued.

Content and digital support:

- Support the Mass Engagement team to create engaging emails, social media content and supporter journey communications.
- Assist with simple email builds, website updates, proofreading and creative stewardship ideas that help strengthen supporter loyalty.

Events:

- Help to plan and deliver inspiring events including roundtables, dinners and receptions.
- Support guest management, invitations, RSVP tracking, venue liaison, event materials and on-the-day delivery, while also helping with evaluation and financial tracking.

High-value donors:

- Support excellent stewardship for high-value donors by coordinating tailored thanking, maintaining accurate records, and assisting with personalised communications that help deepen relationships and encourage future support.

Trusts and foundations:

- Manage a portfolio of grants up to a value of £20,000, help draft compelling proposals and correspondence, and carry out prospect research to identify new funding opportunities.
- Support pipeline tracking, deadlines and income recording to keep activity moving forward.

Team and organisational support:

- Play an active role in the wider Fundraising team by contributing to meetings, collaborating across the organisation, sharing insights and helping colleagues stay connected to Reprieve’s work, achievements and fundraising opportunities.

Person Specification

CRITERIA	Essential	Desirable
A genuine interest in human rights and a commitment to Reprieve’s mission and values.	✓	
Enthusiasm, energy and a strong motivation to build a career in fundraising.	✓	
Excellent written and verbal communication skills.	✓	
The ability to build positive relationships with a wide range of people.	✓	
A proactive approach, with enthusiasm for new ideas, testing and learning.	✓	
Strong organisational skills and the ability to manage a varied workload in a fast-paced environment.	✓	
The ability to work both independently and collaboratively as part of a team.	✓	
A high level of accuracy and attention to detail.	✓	
A willingness to learn new systems, tools and fundraising approaches.	✓	
Current right to live and work in the UK	✓	
An understanding of the fundraising landscape and emerging fundraising trends.		✓

Experience supporting events, including logistics, guest management or on-the-day delivery.		✓
Experience writing fundraising proposals, donor correspondence, or other persuasive communications.		✓
Experience researching potential funders, supporters, or partnership opportunities. Experience in supporter care, challenge events or another fundraising, customer service, or charity-facing role.		✓
Experience using CRM databases such as Raiser's Edge NXT or digital fundraising platforms such as Engaging Networks.		✓
Experience updating website content or using tools such as WordPress.		✓
Creative skills or experience using tools such as Canva, CapCut, Adobe Creative Suite or InDesign.		✓
A basic knowledge of HTML, CSS or JavaScript.		✓
Experience delivering tailored, engaging supporter or customer care		✓

Key Contacts

The Fundraising Coordinator will work closely with all members of the Fundraising team, the Media Team, the Operations Team and Casework teams.

Length and Salary

The role is a full-time (five days per week) on a fixed-term contract to 31 December 2026. The annual salary is £32,696 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 40% of their working hours from the London office and the rest of the week from home. Applicants must have the current right to work in the UK for the duration of the contract, 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 3:1 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 non-financial benefits to employees. We welcome applications from a range of backgrounds. [Learn more about Reprieve's salary structure and ethos.](#)

How to apply

To apply, [please download the application form and job description](#) and then upload your completed application form by **23:59 GMT on 31 May 2026**. 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.