
Job Description and Person Specification

Job title:	Trust & Grants Fundraiser
Reports to:	Head of Development
Salary:	£42,193 plus up to 5% employee matched pension contribution
Date call released:	13 May 2026
Deadline for applications:	7 June 2026
Start date:	ASAP
Duration:	This is a full-time fixed-term position on an 18-month fixed term contract, with the possibility to extend, subject to funding based on a minimum of 37.5 hours per week. 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 an exciting opportunity to contribute to a thriving trusts, foundations and statutory portfolio - and help shape its growing future. You'll join a small, dedicated team at a pivotal moment, as we build our 2026–2028 income strategy.

Reprieve has longstanding, committed donors, a newly established prospecting programme and a healthy unrestricted-to-restricted income mix - meaning genuine scope to package existing programmes into new applications and grow income meaningfully. Working closely with the Head of Development, you'll help steward key donor relationships, secure new grants, and lead reporting and donor communications.

You'll work alongside brilliant human rights lawyers, investigators and campaigners on some of the most urgent human rights cases in the world - translating complex casework into compelling propositions for donors. Expect strategic work, variety, and the chance to build a pipeline that genuinely matters.

We're looking for a thoughtful relationship-builder and a strong writer who can turn technical material into engaging donor narratives, work closely with casework, finance and senior leadership, and bring creativity and curiosity to a fast-moving environment. Whether you're an experienced grants fundraiser, or earlier in your career with real promise and drive – we'd love to hear from you.

In return, you'll join a warm, collaborative development team that will invest in your growth – with genuine scope to develop skills, project manage, and work on a range of donor relationships - doing work that has tangible impact on people's lives.

Responsibilities

Grant-writing and income generation

- Drive income from trusts, foundations and statutory bodies, delivering against team targets.
- Partner with caseworkers, fellows and partners to develop a rich understanding of Reprieve's programmes, the change they seek and the resources required.
- Draft compelling applications to secure and renew funding, renew existing grants, coordinating input and sign off across the organisation.
- Shape measurable objectives and indicators alongside caseworkers, ensuring our applications reflect the real impact of Reprieve's work

Identifying and progressing new funding opportunities

- Collaborate with the team to research and build an ambitious pipeline of prospective trusts, foundations and statutory funders whose priorities align with Reprieve's mission.
- Work with colleagues across the organisation to surface existing connections and secure warm introductions.
- Horizon-scan for new income opportunities and bring forward proposals to pursue them.

Cultivating relationships with funders

- Steward prospective and existing funders with careful thought and ambition, developing tailored stewardship plans and convening meetings with the Chief Executive Officer and other colleagues as needed.
- Prepare senior leadership and caseworkers for donor meetings, with well researched briefings covering funder priorities, history, current grants and strongest areas of alignment.
- Keep funders updated through regular high-quality communications and timely news of major achievements.
- Ensure prompt thanking and acknowledgement of every gift.
- Identify opportunities to deepen funder relationships, add genuine value and show appreciation.

Grant planning, monitoring and reporting

- Set new grants up for success – working with the finance team on project set up and leading kick-off meetings that align casework and finance teams on deliverables, timelines, budgets and conditions.
- Hold regular check-ins with caseworkers to keep grants on track and on budget, anticipating issues before they become problems.
- Produce concise, compelling funder reports that demonstrate the impact of funders investment and meet deadlines.
- Maintain accurate, up to date records on Raiser's Edge and in shared files, ensuring institutional knowledge is preserved and shared across the team.

General

- Be an active member and generous of the Development team, contributing to meetings and supporting colleagues during busy periods.
- Stay informed on sector trends and fundraising regulation.
- Develop a strong understanding of Reprieve's work, key achievements and evolving priorities.
- Represent Reprieve thoughtfully and persuasively to supporters at all levels, in person and in writing.
- Take on other duties as the role requires, including drafting communications, preparing awards nominations and supporting events.

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 experience of grants fundraising, with proven ability to generate 5 and 6 figure grants from trusts and foundations or statutory bodies, ideally both	✓	
Demonstrably strong experience of producing high-quality funding applications (including budgets), reports and other donor communications	✓	
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	✓	
Proven ability to understand, manage and support colleagues internally with grant rules and requirements	✓	
Ability to work independently, be self-sufficient and work well as part of a small team	✓	
Excellent coordination skills – working across teams to gather information for applications and reports	✓	
Ability to work creatively to create and maximise fundraising opportunities	✓	
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	✓	
Knowledge of the charity sector, trends, best practice and applicable legal and regulatory matters including data protection	✓	
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, particularly in terms of working under pressure and responding to multiple and competing demands on your time	✓	
Excellent attention to detail	✓	

Experience and knowledge of Microsoft Office programmes	✓	
Experience of raising funds and managing grants from donors with complex rules		✓
Experience of managing European Union grants		✓
Data management skills and experience of using Raiser's Edge		✓

Key Contacts

Reporting to the Head of Development, you'll work closely colleagues in the Development team as well as the Fundraising team, the Director of Fundraising, the Senior Management team, the Finance Team, caseworkers and fellows across the organisation, and occasionally Trustees. Externally, you'll build relationships with current and prospective funders and local partners.

Length and Salary

The role is a full-time (five days per week) on an 18-month fixed-term. 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 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 BST on 7 June 2026**. We hope to hold interviews on **16 & 17 June**. 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.