



JOB DESCRIPTION

Job title: Senior Fundraising Coordinator

Reporting to: Head of External Relations

Location: London (hybrid)

RFUK operates a hybrid working model with staff working partly from home and partly from the office. The postholder will be required to work in the Bethnal Green office on average 2 days per week.

Salary: GBP £45,074 in the UK

RFUK operates a fixed salary grid, and salaries are non-negotiable.

Contract type: Permanent

Other benefits:

- 30 days annual holiday (in addition to Bank Holidays)
- 4% employer pension contribution
- Enhanced sick leave and sick pay
- Employee assistance programme
- Learning and development allowance
- 4 weeks of work from anywhere in the world.

Hours of work: Full time, 35 hours a week

Start date: As soon as possible

Candidates must have a pre-existing right to work in the UK. Please note that RFUK is unable to cover any relocation costs.

ABOUT RAINFOREST FOUNDATION UK (RFUK)

Rainforest Foundation UK (RFUK) is a values-driven organisation working with Indigenous Peoples and local communities to protect the world's rainforests and uphold their human rights. Since 1989, RFUK has partnered with forest peoples and grassroots organisations to secure land rights, challenge destructive industries, and influence laws and policies that safeguard forests and the people who depend on them.

Our mission is clear: to combine human rights and environmental protection to tackle deforestation. From the Congo Basin to the Amazon, our work has helped communities protect millions of hectares of rainforest. With a growing team of passionate advocates for social and environmental justice, we are committed to scaling up our impact to confront the accelerating climate and biodiversity crises.

RFUK is now embarking on an ambitious new 2033 vision to scale up our work and impact in these regions and globally. All our work is delivered in close partnership with Indigenous and grassroots organisations in rainforest countries who are at the heart of what we do. We have a growing team of 30 staff members who are mainly based at our London office in the UK, in France or in DRC.

ABOUT THE ROLE

Do you want to lead fundraising efforts that make a global impact?

This is a key role to help drive RFUK's income generation and donor engagement strategies. As Senior Fundraising Coordinator, you will play a pivotal role in the creation and delivery of RFUK's fundraising strategy to sustain and broaden the organisation's scale and impact. Reporting to the Head of External Relations and part of the Fundraising and Communications team, you will lead a range of activities and are responsible for developing and cultivating partnerships with institutional donors, trusts and foundations, ethical corporates, and individual supporters.

Based in London with hybrid working options, we offer flexibility, a supportive culture, and the chance to make a lasting difference.

ABOUT THE CANDIDATE

You are an organised, self-starter and experienced fundraising professional with a proven track record managing a diverse fundraising pipeline from identification and cultivation through to securing gifts and successful stewardship. You have confidence engaging with foundations, corporates, individuals and major donors, and are excited to build long-term relationships with diverse stakeholders. You are eager and ready to implement new digital tools and a Customer Relationship Management (CRM) system to streamline processes and maximise long-term donor engagement and support. You have excellent communication skills, can juggle multiple tasks, thrive in a collaborative environment, and bring resilience and cultural sensitivity to everything you do.

If you're passionate about social and environmental justice and ready to help shape RFUK's future, we'd love to hear from you.

RESPONSIBILITIES

1. Fundraising Strategy and Coordination: 25%

- Develop and deliver strategies to maximize income from new and existing funding streams, including trust and foundations, ethical corporates, individual giving and institutional donors;
- Coordinate fundraising activities including preparation and implementation of annual business plans, in line with the 2033 vision and strategic plan;

- Work with the Head of External Relations, the Finance Manager and other SMT members to develop, monitor and update the annual budget for restricted and unrestricted income and fundraising expenditure;
- Work closely with the Head of External Relations and Communications Advisor to ensure high-quality communications for fundraising purposes, and maintain a bank of compelling fundraising materials and assets;
- Represent RFUK at external events and networks to raise our profile and build relationships with potential supporters;
- Oversee the effective use of the organisation's CRM system for fundraising, ensuring prospective and existing supporter and donor records are accurate, up to date and GDPR-compliant, and that the CRM is used to generate regular monitoring, analysis and reports to inform fundraising performance and decision-making.

2. Corporates, Trusts & Foundations: 25%

- Develop and deliver strategies to maximise income from new and existing corporates, trusts and foundations;
- Research grant making bodies and corporates to identify new opportunities, creating a robust pipeline and keeping informed of trends in the sector;
- Manage a portfolio of prospects, nurturing relationships through meetings, updates, and robust stewardship;
- Write high-quality, tailored funding applications, proposals, and project budgets, to also include presentations and impact reporting where needed;
- Manage our ethical partnership policy and screening process.

3. Programmes Fundraising: 20%

In coordination with the Head of External Relations, Head of Programmes and other relevant staff:

- Contribute to prospecting, research and cultivation of programmes fundraising opportunities;
- Coordinate the Programmes Fundraising Pipeline, including centralising, organising and prioritising funding and engagement opportunities, ensuring timely inputs from relevant staff;
- Support the development of funding applications where required, including oversight of bid coordination, submission, and donor feedback processes;
- Advise on donor aims, expectations and requirements, to maximise chances of success;
- Develop and maintain a suite of fundraising assets for each programmatic and campaign area to support resource mobilisation.

4. Supporter Outreach, Appeals and Individual Giving: 20%

- With the Fundraising Officer develop and cultivate our regular giving pool: managing recruitment, retention, segmentation and conversion to regular donors;
- Oversee supporter journeys to ensure an excellent donor experience and maximise long-term engagement and support for RFUK;
- Plan, manage and deliver ad-hoc and regular supporter appeals;
- Develop and execute plans for fundraising events as agreed with the Head of External

Relations;

- Lead the development of legacy giving activity, helping to identify, steward and cultivate potential legacy supporters over time.

5. Staff Management and other responsibilities: 10%

- Manage the Fundraising Officer, fostering a positive work and professional development environment;
- Support ongoing training and development initiatives, ensuring adherence to organisational policies and staff appraisal processes;
- Complete all monthly and quarterly reporting for your area and contribute to organisational learning as requested by the Senior Management Team;
- Perform other tasks as may from time to time be requested by the Head of External Relations and/or Executive Director;
- This job description is not exhaustive but is a guide to the main functions and responsibilities of the post. It is subject to review in the light of changes and development of the organisation. The post holder may be asked to undertake other duties for which the post holder has the necessary experience and/or training.

PERSON SPECIFICATION

Detail	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Ability to shape and deliver fundraising plans that support organisational objectives, with experience contributing to or leading a fundraising strategy. • Experience securing income from corporates, trusts and foundations, including identifying new opportunities, managing existing relationships and developing compelling funding proposals. • Experience working on large institutional bids, which include service delivery with multiple partners. • Experience developing and implementing online individual giving strategies and donor journeys using online giving platforms and mass mailing tools. • Exceptional written and verbal communication skills, with particular strength in persuasive and accessible writing. • Strong analytical and budgeting skills. • Proficiency in using CRM systems. 	<ul style="list-style-type: none"> • Staff management experience. • Working knowledge of French and/or Spanish. • Working knowledge of environmental and human rights issues, preferably relating to Congo Basin and/or the Amazon basin. • Experience designing and working on fundraising events (e.g., marathons, school campaigns). • Good understanding of email, social media and digital engagement strategies. • Experience creating digital assets for fundraising campaigns.
Personal Skills and Attributes	<ul style="list-style-type: none"> • Demonstrable personal commitment to RFUK's values, environmental and social justice, in particular the rights of forest communities and Indigenous Peoples. • Cultural sensitivity and demonstrable commitment to the principles of inclusion and non-discrimination. • Resilience working under pressure, ability, and willingness to both give and take constructive feedback. • Excellent organisational and time management skills with the ability to work to multiple deadlines. 	<ul style="list-style-type: none"> • Willingness and ability to occasionally travel, including in remote forest areas.

Equal Opportunities

RFUK is an equal opportunities employer, and makes no discrimination on the grounds of gender, race, age, physical abilities, religious or sexual orientation.

Important notice

RFUK has a zero-tolerance approach to any attitudes or behaviours that put our staff, those impacted by our programmes, or the wider community we work with at risk of harm. Safeguarding incidents are considered acts of gross misconduct and are grounds for disciplinary action, up to and including dismissal and referral to relevant authorities.

As representatives of RFUK, staff behaviour must be seen to be of the highest standard and in keeping with RFUK's vision, mission and aims. Therefore, all offers of employment are subject to satisfactory references and appropriate screening checks.

Data Policy

The Rainforest Foundation UK (RFUK) is a registered Charitable Incorporated Organisation and registered Company (Charity No. 1138287. Registered Company No. 7391285). Our registered address is Suite 201, Pill Box Studios, 115 Coventry Road, London, E2 6GG, United Kingdom.

RFUK is committed to ensuring that your privacy is protected. Any data requested will be used for recruitment purposes only; to screen candidates and judge their suitability to progress to interview. RFUK will not share the data with other organisations for marketing purposes. Data collected in the UK is held in accordance with the General Data Protection Regulation (EU) 2016/679 and the UK Data Protection Act 2018. We will keep your personal information for 12 months after which it will be deleted, unless a longer or shorter retention period is required by law, is necessary in the course of legal proceedings or is otherwise needed for a particular purpose under applicable law. We may keep your personal information for a shorter period if you ask us to delete your personal information. In such a case, RFUK will aim to delete your personal information within a maximum period of one month from the date of the request. You have the right to request a copy of data we hold on you, to rectify your data and to restrict processing of your data. You can email at info@rainforestuk.org or write to us at RFUK Suite 201, Pill Box Studios, 115 Coventry Road, London, E2 6GG, United Kingdom. For more information on how we process data and your rights please read our [privacy policy](#).

Safeguarding

RFUK is committed to Safer Recruitment and all appointments are subject to satisfactory references and pre-employment checks (including a DBS check) as required and in line with our Safeguarding Policy and Procedures. RFUK has a zero-tolerance approach to any attitudes or behaviours that put our staff, those impacted by our programmes, or the wider community we work with at risk of harm. Safeguarding incidents are considered acts of gross misconduct and are grounds for disciplinary action, up to and including dismissal and referral to relevant authorities. More information, including a copy of RFUK's Safeguarding Policy, is available [here](#).