



JOB DESCRIPTION

Job title: 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 £42,522

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

Contract type: Permanent

Other benefits:

- 30 days annual holiday allowance (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

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

This is a key role to help drive RFUK's income generation and donor engagement strategies. As Fundraising Coordinator, you will play a pivotal role in the 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 be responsible for developing and cultivating partnerships with trusts and foundations, ethical corporates, and 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 of managing a diverse fundraising pipeline from identification and cultivation through to securing donations and successful stewardship. You have confidence engaging with foundations, corporates, and individuals, 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.

Above all, 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

- Develop and deliver strategies to maximise income from new and existing funding streams, including trusts and foundations, ethical corporates, individual giving and institutional donors;
- Coordinate fundraising activities, including implementation of annual business plans, in line with the 2033 vision and strategic plan;
- Work with the Head of External Relations, other SMT members and the Finance Manager to develop, monitor and update the annual budget for 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.
- Identify and assess new funding opportunities from trusts, foundations and corporates, building and maintaining a strong prospect pipeline.
- Manage and develop relationships with prospective and existing funders through meetings, updates and stewardship.
- Work with the programmes team to write high-quality, tailored funding applications, proposals, and help with developing project budgets that match the funders' criteria;
- Manage our ethical partnership policy and screening process.
- With the Fundraising Officer develop and cultivate our individual 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;
- In coordination with the Head of External Relations, and the Programmes team support the development of large institutional funding applications;

Other responsibilities

- Complete all monthly reporting for your area and contribute to organisational learning as requested by the SMT;
- Contribute to the development and implementation of RFUK's 2026-2029 Strategic Plan.
- Participate in RFUK's ongoing strategic development, including attending internal meetings, team away days, etc.
- 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.

PERSON SPECIFICATION

Detail	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of shaping and delivering organisational fundraising strategies that support wider strategic objectives and generate income across multiple streams. • Experience securing income from corporates, trusts and foundations, including identifying new opportunities, managing existing relationships and developing compelling funding proposals. • Experience developing and implementing online individual giving strategies and donor journeys using online giving platforms. • 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"> • Experience of fundraising in the international development, human rights, climate, or environmental sector. • Experience designing and working on fundraising events (e.g., marathons, school campaigns). • Good understanding of email platforms, social media and digital engagement strategies. • Experience creating digital assets for fundraising campaigns. • Working knowledge of French and/or Spanish. • Experience working on large institutional bids, which include service delivery with multiple partners.
Personal Skills and Attributes	<ul style="list-style-type: none"> • Commitment to RFUK's mission and values. • Willingness and ability to learn on the job, keen to undertake training and develop additional technical knowledge and skills. • 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](#).