



Fundraising Officer

Job title: Fundraising Officer

Responsible to: Fundraising and Communications Manager

Location: Hybrid (minimum two days a week in Oxford office for full time)

Hours: Full time (35 hours a week) / Open to considering part-time (28 hours a week) dependent on experience.

Salary: £31,700

Background

Asylum Welcome is an Oxford-based charity that has been operating for over 30 years and now supports over 2,000 asylum seekers, refugees and vulnerable migrants to find safety and thrive in Oxfordshire. Our trauma-informed and holistic support helps clients feel welcomed, understand and access rights and opportunities. Our work is supported by over 250 volunteers. Our annual income is £1.5million.

We recognise that the experience of displacement is affected by age, gender, race, sexuality, (dis)ability and other aspects of experience. We are committed to strengthening our intersectional approach, improving our support for women and other disadvantaged groups, and ensuring that this understanding informs all our work, so every client receives the best possible support.

About the role

We are seeking a proactive, enthusiastic, and highly organised Fundraising Officer to support our individual giving, community fundraising, and small trusts and foundations activities. The Fundraising Officer will manage individual and community donor activities, and the donor database to support thanking, stewardship and targeted donor engagement. They will also play a key role in monitoring the impact of our fundraising activity to ensure continuous improvement and income growth.

This is a dynamic, hands-on role for someone who is creative, collaborative, and enjoys working across a diverse range of tasks. They will be enthusiastic and keen to generate new ideas that strengthen supporter relationships and deliver impactful fundraising.

Main duties and responsibilities

Individual, Corporate and Community Fundraising

- Work with the Fundraising and Communications Manager and Communications Coordinator to develop and deliver three - four individual giving appeals at year (digital and offline) to increase income.
- Monitor and analyse appeal performance to inform future activity.
- Support wider donor acquisition, retention, and upgrade strategies through data-led insights.
- Work closely with colleagues in communications and service delivery to create compelling fundraising content and impact stories.

Asylum Welcome: *Working with refugees and asylum seekers*

Unit 7, Newtec Place • Magdalen Road • Oxford OX4 1RE

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- Act as the main point of contact for community fundraisers and local events, offering guidance, support materials, and encouragement. Work closely with Communications Coordinator where needed.
- Lead on the promotion and recruitment of participants for sponsored challenge events, particularly the Oxford Half Marathon and Bike Oxford.
- Research charity of the year opportunities amongst school and local businesses and support applications as required.
- Build and maintain strong relationships with local community groups, schools and faith communities.
- Confidently represent the organisation at community events and manage a pool of volunteer speakers.
- Manage and develop a small number of local business partnerships.
- Use and optimise our CRM (Donorfy) to ensure accurate and up-to date relationship management records.

Donor Stewardship and Prospect Research

- Ensure all donors are thanked promptly and feel valued and engaged.
- Manage and maintain accurate donor data in Donorfy, producing reports on donor activity and performance.
- Monitor and manage fundraising and donation enquiries through our development@inbox, responding and referring them as appropriate.
- Research new fundraising prospects and initiatives across individuals, community groups, small trusts, local businesses and other potential supporters. Maintain organised records of prospects and recommendations.

Trusts & Foundations (Small Grants)

- Support the Fundraising and Communications Manager and Trust and Foundations Fundraiser with the small grants pipeline, including prospect research, applications and reporting.
- Work closely with appropriate staff and service coordinators on project budgets, reporting and planning as needed.

Other responsibilities

- Support and oversee volunteers and interns as required.
- Work collaboratively within a busy staff team, participate in meetings and planning processes, and contribute to organisational development.
- Undertake any other duties appropriate to the role, as agreed with the Fundraising and Communications Manager or CEO.

Person specification

Essential:

- Demonstrable fundraising and supporter-facing experience, with the ability to manage multiple income streams simultaneously.
- Knowledge and experience of individual and community fundraising.
- Excellent verbal and written communication skills, and the ability to tailor content to different audiences.
- Experience using CRM databases, with confidence managing day-to-day data processes.
- Highly organised with the ability to prioritise and manage multiple deadlines and priorities.
- Excellent attention to detail.
- Strong research skills and a track record of writing funding bids and reports.
- Ability to build productive, collaborative relationships with internal and external stakeholders.
- A positive, creative, “can-do” attitude, with the ability to adapt to change.
- Confidence representing the organisation at community events.
- Ability to work within a budget.
- Strong analytical skills, with the ability to interpret data and measure impact.
- A demonstrable passion for, and affinity with, our cause
- Ability to communicate and work sensitively with people with lived experience of migration and tell their stories with dignity.

Desirable:

- Experience of working for a local charity.
- Knowledge of the migration and refugee sector.
- Experience in digital fundraising, social media and online giving platforms (eg JustGiving, crowd-funding platforms, social ads).
- Experience in corporate fundraising.
- Experience of working with Mailchimp and donorfy

How to apply

Please apply via [charityjob](#) or send a CV and cover letter to jenny@asylum-welcome.org

If you would like to have an informal chat about the role, please contact Jenny Dunn, Fundraising and Communications Manager, on jenny@asylum-welcome.org

Deadline for applications: Midnight Sunday 4th October 2026

Interviews: Week commencing 12th or 19th October in Oxford.

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