

Fundraising Officer

Cherie Blair Foundation for Women

Job pack, November 2026

Cherie Blair FOUNDATION FOR WOMEN

Job pack: Fundraising Officer

Location: London, hybrid working with 2 days per week in the office in Central London
Duration: Permanent
Start date: Immediate start preferred or early 2027
Hours: Full time
Reporting to: Head of Principal Donors
Salary: £28,937
Deadline: Tuesday 1 December 2026, 9am (UK time)

1. Purpose of the role

To support the Foundation's Fundraising and Partnerships team to grow income from individual donors, corporate partners, trusts and foundations. The postholder will support the team to deliver high-quality donor engagement and ensure our fundraising systems, data and processes are accurate, efficient and well managed, directly supporting our mission to help women entrepreneurs thrive.

This is an administrative role that sits at the operational heart of the fundraising team. You will help coordinate donor engagement activities, events and communications while maintaining the systems, records, and processes that underpin successful fundraising.

We are looking for someone who is highly organised, proactive and takes pride in getting the details right. You will be adaptable and resourceful, able to work with competing priorities and changing circumstances, and committed to ensuring that nothing falls through the cracks.

2. Key responsibilities

Reporting to the Head of Principal Donors, the postholder will support fundraising activity across the Foundation's individual giving, corporate partnerships and trusts and foundations portfolios, working closely with colleagues across the fundraising team.

Events and engagements

- Coordinate high-level donor events, including liaising with venues and caterers, managing guest lists and invitations, coordinating logistics and briefings, and ensuring timely post-event follow-up.
- Support coordination of senior speaking engagements and staff international trips, including travel arrangements, schedules and briefing packs.
- Support donor cultivation and stewardship by preparing briefings, drafting donor correspondence and thank-you letters, and tracking follow-up actions from meetings and events.

Systems and process

- Maintain and administer the Foundation's fundraising CRM, ensuring donor and prospect records, contact reports and fundraising activity are accurate and up to date, and support colleagues to use it well and improve data quality.
- Prepare and issue donation receipts and acknowledgements and support donation processing and reconciliation with the finance team.
- Maintain consent and data protection records in line with GDPR and Foundation policy.
- Maintain fundraising templates, shared folders and document processes so others can follow and suggest practical improvements where necessary.

Supporting the team

- Help coordinate cross-team tasks, projects and information sharing and contribute to a positive, entrepreneurial and collaborative fundraising culture.
- Support the preparation of donor materials with the guidance of the Head of Principal Donors, including donor updates and reports.
- Support donor mapping and prospect research, identifying potential donors, relevant networks, connections and opportunities to inform the development of the fundraising pipeline.
- Carry out other reasonable tasks as agreed with the Head of Principal Donors.

*This list is illustrative, not exhaustive, and gives an overview of the role.

3. Person specification

Essential:

- Excellent attention to detail, with strong proofreading skills and accuracy in data entry and record-keeping.
- Experience of providing administrative and operational support, including managing records and maintaining effective systems and processes.
- Experience of organising events with excellent verbal communication skills and confidence engaging professionally with senior external contacts.
- Excellent written English, with the ability to draft clear, professional correspondence for donors, corporate partners and other audiences.
- Strong organisational skills: manages competing priorities, meets deadlines, works independently and collaboratively.
- Confident user of databases and Microsoft Office, particularly Excel, Word and Outlook.
- Proactive and adaptable: spots problems early, takes initiative and pitches in across the team.
- A commitment to gender equality and the Foundation’s mission.

Desirable

- Experience of using a fundraising CRM, ideally Raiser’s Edge.
- Experience of supporting fundraising or income generation, ideally in a charity or other mission-driven organisation.

- Experience of preparing fundraising materials, such as proposals, donor reports, pitch decks and stewardship correspondence (thank-you letters, acknowledgements and receipts).
- Understanding of data protection and GDPR in a fundraising context.
- Familiarity with donation processing, financial administration, budgeting and reconciliation.
- Experience of working in an international organisation or in a low- or middle-income country.

4. How to apply

Candidates who wish to apply should submit the following:

- Covering letter addressing your relevant experience for the role against the criteria above (one A4 page maximum, Arial 11)
- Current CV (two A4 pages maximum)

Please send your application to recruitment@cherieblairfoundation.org with the subject line 'Fundraising Officer'.

We value diversity and welcome applications from people from all sections of the community, regardless of age, race, gender, colour, sexual orientation, disability, religion or belief. All applicants should already have the right to work in the UK.

Timings

- The deadline for applications is 9am (UK time) on **Tuesday 1 December2026**.
- Interviews will take place on 9 or 10 December, with a potential final stage meeting during week commencing 14 December.
- We welcome applications from candidates who are available to start immediately, as well as those with notice periods extending into early 2027.

Please note that this role is not eligible for Skilled Worker visa sponsorship. Applicants must have the legal right to work in the UK for the duration of their employment.

5. About us

The Cherie Blair Foundation for Women works with women entrepreneurs in low and middle income countries. We work together to enable women entrepreneurs to reach their potential. We are committed to eliminating the global gender gap in entrepreneurship and creating a future where women entrepreneurs thrive.

Since our inception in 2008, we have supported over 320,000 women to start and grow successful micro, small and medium-sized businesses in 120 countries.

Training, mentoring, networking, and collaboration are at the heart of our work, deploying technology innovatively to reach and connect with more women worldwide. Our approach opens doors for women entrepreneurs to networks, finance, new markets, investments and opportunities.

As a result, women create a future for themselves, their families, and their communities. In turn, they contribute to more robust economies, global gender equality and a thriving entrepreneurial sector.