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## **Job Description and Person Specification**

<b>Job title:</b>	<b>Grants and Statutory Fundraiser</b>
<b>Reports to:</b>	Head of Development
<b>Salary:</b>	£40,964 full-time, plus up to 5% employee matched pension contribution.
<b>Date call released:</b>	26 July 2024
<b>Deadline for applications:</b>	08 September 2024
<b>Start date:</b>	ASAP
<b>Duration:</b>	Full time, permanent

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### **About Reprieve**

Reprieve works with the most disenfranchised people in society. Our aim is simple: to consign the death penalty and abuses carried out in the name of “counter-terrorism” or “national security” to history, drawing public and political attention to these past harms with a view to preventing them from occurring again.

In our view, 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. Founded in 1999, we provide free legal and investigative support to people facing the death penalty and those victimised by states’ abusive counter-terror policies – rendition, torture, arbitrary detention and extrajudicial killing.

We fight our clients’ cases in courts around the world; investigate their mistreatment; and advocate on their behalf, encouraging public and political debate of human rights issues.

Reprieve’s main office is in Aldgate, London, UK. Reprieve also supports full-time Fellows, who work as lawyers, investigators and campaigners in the countries in which we work. We work closely with a number of partner organisations in jurisdictions all over the world, who provide access to clients, expertise, knowledge and guidance on specific issues or regions. We work in cooperation with relevant government officials, individual lawyers and human rights defenders, as well as individual, corporate and foundation funders to further the cause of our shared goals.

Reprieve works in close partnership with its independent sibling organisation Reprieve US. This collaboration is mutually beneficial to both Reprieve and Reprieve US as it enables each organisation to work more effectively and take advantage of the strategic locations to increase the impact of our work.



## About the Role

This is an exciting opportunity to join Reprieve's small, collaborative and dynamic fundraising team to help manage and grow our grants income, with a focus on trusts and foundations, and statutory donors.

Reprieve is fortunate to have the support of many long-standing funders who believe fervently in our mission, and in Reprieve's ability to drive change. Working with the Head of Development, you will take ownership of relationships, build strong partnerships with donors, and harness opportunities to add value, and deepen our collaborations. You will be responsible for securing new grants, facilitating grant management in line with donor requirements, and leading on the preparation of accurate and compelling reports and communications.

You will also be responsible for prospecting and cultivating new donor relationships, expanding our grants income in a sustainable and considered way. You will join the team at a hugely opportune moment. We are currently developing an income strategy for 2025-2028, which will include new strategies for increasing and diversifying our income, including grants. Reprieve has an extremely healthy mix of restricted to unrestricted income, with only approximately 40% of our income being restricted. This means there is great scope for you to make impact by packaging up existing programmes into new grant applications.

You will enjoy building amazing relationships – both with our donors, and internally. Working collegiately with Reprieve's incredible casework and finance teams, with our brilliant fellows and partners across the world, and with our impressive trustees, is key to success. You will also be a critical thinker, able to understand Reprieve's needs and to help design and deliver grants that suit and enable our high-impact, highly strategic and often reactive work. You will also have excellent drafting skills, ensuring accuracy and clarity, while translating sometimes highly technical language into engaging content for a donor audience. You will be resilient and enjoy the challenge of fundraising for Reprieve's clients and causes. You will be a quick learner who is able to regroup, reassess and go again with the support of the team.

You will be part of a friendly and skilled development team. As a small team we have a collaborative approach, ready to step in and support each other. You will have opportunities to grow and lead income streams, and to access training and development as needed. You will work with brilliant human rights lawyers, investigators and campaigners and will contribute towards addressing some of the most vital and cutting-edge human rights abuses across the world.

You will share our commitment to fighting against racism and advancing racial justice, and understand our responsibility to do our work in a way that does not compound racist structures.



## **Responsibilities**

### **Grant-writing and Income generation**

- Contribute towards team income targets through raising funds, primarily from trusts, foundations, and statutory bodies
- Collaborate with caseworkers, and sometimes fellows and partners, to develop an understanding of the activities being implemented, what they seek to achieve, and the budget needed
- Lead on the drafting of persuasive and professional grant applications to secure and renew funding (including coordinating input and sign-off)
- Collaborate with caseworkers and the finance team to pull together budgets for applications
- Collaborate with caseworkers to develop measurable objectives and indicators.

### **Identifying, researching and progressing new funding opportunities**

- Build a pipeline of viable prospective grant makers through proactive research and investigating opportunities. You must be able to prioritise and weigh up factors including prospects for success, the amount of funding available, and the needs of the area of work it might cover
- Consult with caseworkers and development team colleagues on funding prospects, including identifying any relevant connections
- Think creatively about new income streams that may be available to Reprieve.

### **Cultivating relationships with funders**

- Steward prospective funders and ensure stewardship plans are in place, through making introductions, sending regular communications, and arranging meetings with a Joint Executive Director, or other colleagues as required
- Brief the Joint Executive Director, members of the senior management team and other caseworkers prior to meetings with current or potential donors, providing information on donor priorities and areas of Reprieve's work which are a potential fit, history of their relationship with Reprieve, ongoing grants, etc. as applicable
- Draft and send high quality regular communications and ad hoc updates on major achievements.
- Ensure all donors are thanked and acknowledged promptly for their giving.
- Identify opportunities to share interesting news, add value, and show our appreciation for our donors.

### **Grant planning, monitoring and reporting**

- Help set up new grants, including through liaising with the finance team to set up project codes etc, and leading on a kick off meeting to ensure the casework and finance teams are aware of grant deliverables, timelines, budgets and grant conditions.
- Organise regular check-ins with caseworkers delivering project grants to ensure we are on track with activities, deliverables and on budget

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- Draft concise and captivating reports for funders, meeting all deadlines
- Coordinate with finance team to translate financial data into interim and narrative financial reports for institutional donors.
- Collect and save key grant documentation and information in the relevant files and on Reprieve's donor management system, Raisers Edge

## **General**

- Be an active member of the Development team, contributing to meetings, mucking in with tasks and working closely with other members of the team
- Ensure that Raisers Edge, our donor files and our Grant Monitoring Table are accurate and up-to-date with all communications and key grant details
- Keep abreast of changes, trends and regulations within the charity sector and across fundraising
- Keep abreast of Reprieve's different areas of work, and our key achievements
- Represent Reprieve and its aims both face-to-face and in written communications to supporters at all levels
- Other roles as requested which may include, but not be limited to, drafting other communications, nominating Reprieve and our partners for awards, and helping ensure the smooth running of events.

## **Key Contacts**

Reporting to the Head of Development, you will work closely with two other Development Officers (one who works primarily on Major Donors, and another who is focused on US-based donors), the Campaigns Team (who lead on public giving), the Deputy Director for Development and the Joint Executive Directors. You will also work closely with the Finance Team and caseworkers and fellows across the organisation, and occasionally with Trustees. Externally you will build relationships with both current and prospective funders, as well as with some local partners.

## **Length and Salary**

This is a full-time role, permanent contract. The annual salary is £40,964 full-time per annum, less any required deductions for income tax and national insurance. After 2 years of service, the post-holder can expect to progress to a higher salary in line with Reprieve's pay [scale](#) and salary increase for those on the Officer level.

This role is based in Reprieve's London office. Reprieve operates a hybrid working model and we require staff to work 2 days per week from the London office and the rest of the week from home. Applicants must have the current right to work in the UK, 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 2:1 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 nonfinancial benefits to employees. We welcome applications from a range of backgrounds. You can learn more about Reprieve's salary structure and ethos here: <https://reprieve.org/uk/our-governance/our-pay-structure/>

Reprieve is an equal opportunity employer and we particularly welcome applicants from Black and minority ethnic communities, members of the LGBTQI 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: <https://reprieve.org/uk/equality-diversity-inclusion/>

### **To apply:**

Please complete the application form on our website and send it as a word document to [applications@reprieve.org.uk](mailto:applications@reprieve.org.uk) by 23:59 the deadline above. Applications that are submitted after the deadline cannot be considered in the interest of fairness. Please ensure the subject line "Grants and Statutory Fundraiser- your name" is used. Please also indicate where you saw the post advertised in your email.

Candidates should kindly note that CVs, cover letters and other documents should not be submitted, and applications will only be considered through the application form referenced above.

Reprieve is an equal opportunity employer and we particularly welcome applicants from Black and minority ethnic communities, members of the LGBTQI 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: <https://reprieve.org/uk/equality-diversity-inclusion/>

Applicants must have the right to work in the UK currently and for the duration of the contract, which will be checked prior to interview. Please note that Reprieve will not sponsor a visa for this position.

### **Person Specification**

<b>CRITERIA</b>	<b>Essential</b>	<b>Desirable</b>
A genuine interest in human rights and a commitment to Reprieve's goals	✓	

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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	✓	

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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		✓
Data management skills and experience of using Raisers Edge		✓