



Fundraising Coordinator

Job Description

Job Title: Fundraising Coordinator

Salary: £25,662-£28,500 subject to qualifications and experience.

Benefits include:

- Generous annual leave
- Paid sick leave
- Enhanced family-friendly leave
- Compassionate and emergency leave
- Pension scheme
- Life insurance policy
- Employment Assistance Programme
- Access to vouchers and discounts
- Monthly wellbeing allowance
- Access to extensive training opportunities
- Reasonable flexible and hybrid working

Reports to: Corporate Partnerships Manager

Location: Oxford

Reasonable flexible working will be supported and some working from home is possible. Travel throughout Oxfordshire will be required.

Hours of work: Full time or Part time

Full-time (37.5hrs per week), part-time, or condensed hours will be considered, with responsibilities tailored accordingly. Occasionally evening and weekend work may be required for which time off in lieu will be given.

Please read our accompanying recruitment pack for more information about working at Oxfordshire Youth, including our approach to diversity and inclusion through recruitment

To apply, please send a copy of your CV accompanied by a completed application form to our [recruitment team](#) detailing how your skills and experience meet the requirements. Alternatively, [visit our website](#) or [email](#) us for more information.

The Role

Young people in Oxfordshire face significant inequalities - in access to opportunities, support, and pathways to their full potential. Our work changes that. Through high-quality youth work, we empower young people to thrive, building futures where they are valued, respected, and equipped to shape their own lives.

Your fundraising will make this possible. As Fundraising Coordinator, you'll play a vital role in sustaining and growing the resources that directly change young lives. Every relationship you build, every grant you secure, and every donor you steward will translate into real impact - trips that broaden horizons, programmes that build confidence, support that transforms trajectories.

We seek someone inspired by this vision who combines passion with precision. Motivated by achieving results the Fundraising Coordinator will manage a diverse income portfolio, deliver exceptional donor stewardship, and build lasting relationships that fuel our youth work impact. This role requires someone who shares our values and vision and enjoys the process of building meaningful relationships with people who are inspired to create a more equitable future for Oxfordshire's young people.

Key Responsibilities & Success Measures

Donor Stewardship & Database Management

- Process all donations within 48 hours with 100% accuracy
- Send personalised acknowledgments within 5 working days of receipt
- Maintain complete, error-free records for every donor interaction in our CRM (Beacon)
- Execute donor stewardship plans consistently
- Achieve donor retention rate of 90% (currently 94%) or higher for your portfolio

Fundraising Portfolio Management

- Meet or exceed annual fundraising Trusts target of £95k
- Manage pipeline of trust and grant applications
- Develop and grow community fundraising and individual giving streams
- Identify and pursue in-kind donation opportunities

Relationship Building & Communication

- Serve as primary point of contact for assigned donors, demonstrating emotional intelligence and relationship management skills

- Communicate impact through compelling written reports, presentations, and verbal updates
- Build and maintain relationships with internal teams (Youth Development, Young Persons Supported Accommodation (YPSA) programmes, Marketing, Communications) and external stakeholders
- Represent the organisation at donor events, networking functions, and community activities
- Handle sensitive information and conversations with complete discretion
- Create our impact-driven E-Bulletin 'OY Mail' on a monthly basis

Events & Project Support

- Support delivery of uplifting and inspirational donor-centered events,
- Working closely with the Corporate Partnerships Manager to coordinate events for our Business Guardians and Round-Up for Youth Programmes.
- Coordinate logistics for events connecting young people with supporters
- Coordinate assigned projects autonomously from planning through execution

Operational Excellence

- Contribute to improvements in fundraising systems, processes, and administrative procedures
- Participate in target setting and opportunity/risk assessments
- Complete all work in alignment with organisational policies, safeguarding procedures, and GDPR requirements

What We Offer

Leadership & Mentorship: You'll report into the Corporate Relationship Manager who has an oversight across all income streams and will provide direct mentorship.

Team Environment: Our Fundraising and Communications team works across the organisation with marketing, communications, youth development, and programme teams. We value each team member's contributions and create space for creativity and innovation.

Development Opportunity

We are committed to supporting professional growth and are pleased to offer the successful candidate the opportunity to undertake the Diploma in Fundraising (subject to role requirements and performance). Designed by third sector experts and delivered by experienced fundraising coaches, this programme builds specialist fundraising skills and sector knowledge, equipping you to plan, manage, and deliver high-impact fundraising campaigns that increase return on investment. On completion, you will achieve the Fundraiser Level 3 Apprenticeship alongside the Chartered Institute of Fundraising Foundation Certificate in Fundraising, supporting both your career progression and your long-term development within the organisation.

Our Culture

Everyone at Oxfordshire Youth agrees to:

- Attend meetings reliably and participate fully, including being an active listener
- Ensure that all work is carried out in accordance with Oxfordshire Youth's guidelines, policies, and procedures

- Undergo training that will enable personal and professional development
- Undertake any other relevant duty related to the further development, promotion, and sustainability of the organisation as set forth by your Line Manager and/or Senior Leadership Team
- Represent Oxfordshire Youth in a professional and appropriate manner at all times including considering punctuality and boundaries, and equity, diversity, and inclusion of all opportunities.

Safeguarding

- Understanding that safeguarding children, young people, and adults is everyone's responsibility. You will have access to training and supervision appropriate to the Fundraising Coordinator role (including undertaking a DBS check).
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

Essential Requirements

Experience & Track Record

- Proven track record of meeting or exceeding targets - ideally within fundraising or similar sectors
- Demonstrated ability to write compelling material - with excellent written and verbal communication: Persuasive, clear, and tailored to audience
- Evidence of building and maintaining professional relationships that resulted in sustained support
- Experience managing multiple concurrent deadlines without errors or missed commitments with excellent time management and prioritisation

Skills & Competencies

- Exceptional attention to detail: You catch errors others miss and take pride in accuracy
- Emotional intelligence: You read situations and people well, adapt your approach, and build genuine rapport
- Discipline and follow-through

Technical Skills

- Proficiency in Microsoft Office (Word, Excel, Powerpoint), Google Workspace, Canva (or similar design programs)
- Experience with CRM/database systems
- Working knowledge of email marketing platforms (MailChimp or similar)

Personal Attributes

- Values-driven - inspired by Oxfordshire Youth's vision and committed to safeguarding and the values of youth work
- Comfortable discussing money and making fundraising asks

- Professional, reliable, and consistent in all interactions

Desirable Skills

- Experience working in charity/nonprofit sector
- Experience of writing of trust and foundation applications or other similar applications
- Experience of project management platforms for example Monday.com
- Professional networking and event management experience
- Minute-taking skills
- Understanding of GDPR in fundraising context
- Driving license and access to vehicle

This job description is subject to amendment following discussion with the post holder and if Full Time or Part Time.

Specific tasks and duties will be shared at the interview and during the induction process

Closing date for applications: Sun 14th March at 11:59pm

Interviews to be held: w/c 23rd March

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