



JOB DESCRIPTION

TITLE: Fundraising & Development Consultant
LOCATION: Brussels and/or remote working
HOURS: 1/day week
(with the possibility to increase)
DAILY RATE: 300 euros/ 7.6 hours

JOB PURPOSE

- Driving the fundraising and development strategy forward.
- Building relationships with donors, partners, and key stakeholders.
- Establishing sustainable processes and systems for fundraising.
- To be a passionate and compelling advocate of Fair Trials' work.

KEY RESPONSIBILITIES

- Managing and developing part of Fair Trials' portfolio of trusts and foundation donors, including:
 - Managing a rolling programme of funding applications and reporting, including tracking and reporting on income;
 - Drafting funding applications and reports, with input from other members of staff as required;
 - Ensuring donors are thanked and that high-quality reports and updates are provided on time;
 - Donor stewardship and managing relationships with key contacts to encourage long-term commitment and increase levels of support; and
 - Prospecting and development of new relationships to grow income.
- Complying with the charity's policies and procedures, including promoting and implementing Fair Trials' equal opportunities policy.

PERSON SPECIFICATION

Essential

- At least 2 years of experience of trust and foundation fundraising (voluntary experience acceptable).
- A commitment to human rights and criminal justice.
- Organisational skills including demonstrable experience of:
 - Working effectively independently;
 - Managing deadlines; and

- Delivering under time pressure.
- Communication skills including the ability to:
 - Communicate complex ideas and impact to a variety of audiences;
 - Create persuasive and compelling content;
 - Produce accurate and attractive written communications; and
 - Communicate confidently and effectively in person including remotely, for example, by telephone and video call.
- Strong analytical and numerical skills including:
 - Excellent research skills;
 - Excellent attention to detail in both literacy and numeracy;
 - The ability to analyse and clearly articulate data; and
 - Confidence with Excel spreadsheets.
- A team-player and willingness to be flexible according to the demands of the organisation.
- Comprehensive knowledge of EU funding frameworks and donor landscapes, enabling effective partnership building and proposal development within the European context.
- Ability to design and deliver a practical, results-oriented fundraising strategy aligned with the organisation's mission and priorities.
- Demonstrable ability to fundraise for organizations, preferably NGOs.
- To be a passionate and compelling advocate for Fair Trials' work.

Desirable

- Experience of independently managing a portfolio of trust and foundation funders, including prospecting, stewardship, and reporting on income.
- Experience of individual giving funding and/or large trust/institutional applications and reporting.
- Experience of working for a small non-profit, community and/or charitable organisation (voluntary experience acceptable).
- Experience in working with specific software for fundraising.
- Insight into the challenges faced by suspects and defendants as a result of lived experience of the criminal justice system is a plus.

WHY JOIN US

You will have autonomy and strategic influence while contributing to an important cause. The role offers plenty of scope to take ownership of key tasks and lead initiatives, with flexible working hours and the support of a friendly, collaborative team.

Application process

To apply, please send a CV and cover letter to recruitment@fairtrials.net by Friday, 31 October 2025 at 18:00 CET. Please clearly include your name and “FTE Fundraising & Development Consultant” in the subject line. Selected candidates will be notified by 15 November 2025.

We encourage applications from people of all backgrounds. We will contact shortlisted candidates for an interview with the board selection panel.