

Job Title: Fundraising and Events Officer

Location: London or surrounding areas, UK (Only candidates who are eligible to work legally without work visa sponsorship in the UK will be considered.)

Contract Type: Full-time (35 working hours per week), Permanent contract

Hiring Salary: GBP 33,950 per annum (before taxes)

Target Start Date: As soon as possible

Application Closing Date: 25 October 2026 23:59 GMT

This job advert is for an existing vacancy.

About Right To Play:

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 12 countries across Africa, Asia, the Middle East and North America, reaching millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

Right To Play UK is a charity registered in England and Wales and in Scotland that works in partnership with Right To Play International to raise funds and awareness across the UK. More information is available on [our website](#).

Benefits Highlights:

- Connect and collaborate with a global team who are passionate about protecting, educating and empowering children and youth using the power of play!
- Culture premised on our **Culture Code (accept everyone, make things happen, display courage, demonstrate care, and be playful)**
- 25 days annual leave plus bank holidays per year
- Competitive benefits such as enhanced pension scheme, Income Protection and Life Assurance
- Learning opportunities and 5 learning and development (L&D) days per year
- More information on what we offer is available on [our website](#).

Application Method:

Apply with your resume and cover letter in English via the application link:

<https://righttoplay.hiringplatform.ca/253227-fundraising-and-events-officer/1148708-application-form/en>

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We strongly encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play.

As part of our selection process, final candidates will be required to complete security checks and Vulnerable Sector Check or equivalent criminal record check as a condition of the offer. More details about our recruitment process are available [here](#). Safeguarding information is available [here](#).

As part of our recruitment and selection process, Right To Play uses Artificial Intelligence (AI) - assisted tools to support the assessment of candidates or applications. This may include but not limited to generating and editing of job adverts, assessment and interview questions, scheduling, translation, transcription, note taking, etc. Our Applicant Tracking System (ATS), VidCruiter, also use AI-powered ChatBot to answer candidates' enquiries. These tools are used only to assist human reviewers in evaluation and do not make selection or screening decisions. All hiring decisions are made by human reviewers. All AI-assisted processes comply with applicable privacy and data protection regulations, including GDPR and PIPEDA. For more information, please refer to [RTP AI Policy](#) and our [Best Practice: Use of AI in Recruitment](#).

We value and promote a culture of diversity, equity, inclusion, and belonging. We are committed to providing accommodations to candidates with disabilities during the recruitment and selection process, and thereafter. Please reach out to the People & Culture team by email at careers@righttoplay.com. **All information provided will be treated as confidential and used only to provide an accessible candidate experience.**

Job Description:

Job Title: Fundraising and Event Officer	Grade: 5
Reports to: Head of Individual Giving (IG)	Location: London or surrounding areas
Direct Reports: N/A	Department: UKNO Individual Giving

1-Purpose:

The incumbent supports the delivery of stewardship activities for regular givers and challenge event participants, responsible for events coordination and maintains CRM data quality to support supporter engagement and income growth.

2-Accountability & Responsibilities:

FUNDRAISING (45% OF TIME)

- Steward regular giving supporters, acting as first point of contact and ensuring all communications are targeted, relevant and retention focused.
- Contribute to the delivery of stewardship and follow-up for challenge event participants.
- Assist in maintaining relationships with existing school networks, helping to generate fundraising income through campaigns, events and other school and pupil-led initiatives.

- Grow a network of young professionals' regular giving and active involvement in fundraising.
- Support the Head of IG to coordinate match funding, BigGive, Charity of the Year and payroll giving opportunities, fundraising campaigns, personal challenges, legacy giving pipelines and DAF.
- Support the development of proposals to small trusts and foundations as required.
- Maintain up-to-date knowledge of GDPR, data protection and developments across the fundraising landscape.
- Contribute to fundraising planning, budgeting, monitoring and reporting with the support of the Head of IG.

EVENTS (45% OF TIME)

- Coordinate the planning and delivery of stewardship and networking events.
- Develop and deliver engaging fundraising, stewardship and networking opportunities that strengthen supporter relationships and generate income.
- Help deliver engaging fundraising, stewardship and networking opportunities that strengthen supporter relationships and generate income
- Coordinate event logistics, communications, guest information, materials and fundraising activity, working with internal teams and external suppliers as required.
- Provide on-the-day event management and donor hosting.
- Coordinate post-event stewardship and follow-up, including thank-you communications, CRM updates, feedback and reporting.
- Provide significant support to the two annual major donor events, in coordination with the Head of IG and the event consultant, including event planning, guest list and RSVP management, materials preparation, donor communications, supplier and venue coordination, and on-the-day delivery as required.

CRM AND DATA MANAGEMENT (10% OF TIME)

- Log all donor and supporter interactions accurately and promptly, and maintain data quality (including checking for duplicates, keeping details current, and using consistent tagging for fundraising streams, campaigns and events) following agreed data standards.
- Code income correctly against the right fundraising stream and campaign to enable accurate reporting, working with the Finance and Operations Manager to keep Individual Giving revenue and expenditure data up to date.
- Ensure CRM records reflect relationship context, not just transactions, and pass on donor information relevant to other teams, it reaches the right colleague promptly.
- Identify lapsed supporters and implement reactivation activity to maximise income and improve retention.

Perform other duties as assigned

3- Scope (geographical and/or functional), Impact and Autonomy

The role sits within RTP UK's Individual Giving team. It operates within established stewardship, events and data management frameworks set by Right To Play International and Right To Play UK.

4- Leadership and Staff management

The role has no direct or indirect line management responsibility and no formal budget-holder authority. Consistent with the role's mandate to lead event delivery and to grow the donor's network, the incumbent exercises informal leadership by directing external event suppliers. Day-to-day logistical decisions sit with the incumbent, with budget, contractual or strategic decisions escalated to the Head of IG.

5- Information requirement for decision-making

The incumbent works with existing CRM, supplier, campaign and income/target data within RTP's GDPR and data protection framework, building proficiency and independence over time. On finance, this covers income data, event spend/revenue, correct transaction coding and keeping MCRM current.

6- Innovation and Improvements

The incumbent is expected to bring incremental improvements to the role, including testing new event formats and engagement activities based on feedback. They are expected to research and bring forward relevant fundraising approaches in the sector for consideration. AI tools should be used selectively to speed up administrative tasks, but rely on personal judgement for relationship-building work and drafting.

7- Relationships & Communications: Internal / External:

Head of IG, Communications team, Finance team. Donors, challenge event participants, school partners, network members, event attendees and guests, and event suppliers, venues and the event consultant.

8-Expertise (Certifications / Education, Professional Experience/Language)

- Experience coordinating projects, activities or events from planning through to delivery, including timelines, stakeholders and suppliers.
- Experience building positive relationships with colleagues, supporters, partners or other stakeholders.
- Experience using CRM or database systems and maintaining accurate records
- Fluent spoken and written English. Any other language competences are considered an asset.

Desirable: Charity or non-profit sector experience; experience supporting fundraising, stewardship or donor engagement; experience with high-value donors, schools or young professional networks; experience with Mission CRM, Microsoft Dynamics 365 and/or ClickDimensions; basic Canva skills.

9- Core Competences

- **Collaboration:** Work collaboratively and across geographies, welcome constructive feedback.
- **Growth Mindset:** Proactive problem-solver who knows when to escalate, building sound judgement as a developing, entry-level fundraiser. Interested in growing expertise in event and/or project management.

- **Resilience:** Adapts in a fast-paced environment, while managing deadlines with accuracy and donor care.
- **Professionalism:** Strong attention to detail and GDPR and policies compliance.
- **Management and Interpersonal Skills:** Strong communicator, able to manage event logistics and negotiate confidently with suppliers and supporters.

10- Additional Information

Occasional evenings, weekend, and travel commitments may be required to support stewardship, networking, and related events.