



# Donor Relationships Manager – Foundations

MARCH 2026



PLASTIC  
SOLUTIONS  
FUND

# About Plastic Solutions Fund

The Plastic Solutions Fund (PSF) is an international funder collaborative dedicated to tackling the global crisis of plastic pollution, which impacts the health of people, communities, and ecosystems worldwide. Driven by core values of equity, humility, trust, collaboration, and urgent action PSF believes that greater impact will be achieved if civil society and philanthropy work together in partnership.

PSF supports systems-change strategies across the plastics lifecycle — from extraction to disposal — with a focus on building movement power, preventing plastic production, and challenging industry influence.

A core partner of the global Break Free From Plastic (BFFP) movement, PSF works to strengthen and expand grassroots leadership driving transformational change. Over the next five years we seek to work with BFFP to help extend its reach, power and capacity. We also seek to broaden the diversity of civil society organizations and movements that we work with, supporting them to build their power in support of the transformational change we all seek.





# The Role

## ROLE

Donor Relationships Manager – Foundations

## LOCATION

US based / Remote (with occasional travel)

## SALARY

On Application

## OTHER (NATIONALITY, ETC.)

Legally authorised to work in the United States

# Job Summary

The Donor Relationships Manager will play a central role in managing and strengthening relationships with key foundation partners, ensuring effective stewardship while also contributing to broader fundraising strategy, partnership development, and internal coordination across the Plastic Solutions Fund team.

The Manager will develop and implement a stewardship strategy that reflects the foundation's values, supports revenue stability, and enhances satisfaction of PSF's funders, also supporting funders to promote PSF to their peers. The role

works closely with program, finance, and leadership teams to translate impact into compelling narratives, manage grant commitments, and cultivate long-term partnerships.

This position forms part of a growing donor engagement team. The current team includes a Donor Relationships Manager responsible for Climate Foundations and European partnerships. This role focuses primarily on US-based foundations, while future expansion of the team is expected to include additional capacity supporting high-net-worth individual engagement.

# Responsibilities

## STEWARDSHIP & FUNDERS RELATIONS

- Serve as the main point of contact for a portfolio of 10-15 Foundation funders.
- Maintain regular communication that is transparent, timely, and aligned with funder expectations and foundation values.
- Build trusted relationships with key stakeholders in the foundations and support them to interact to gain more from their involvement with the fund.
- Coordinate leadership participation in funder meetings, briefings, and events.
- Support the fund development team in its wider cultivation of new funder relationships through research, briefings, and tailored engagement materials.

## REPORTING & GRANT MANAGEMENT

- Manage the full lifecycle of institutional grants: proposal development support, reporting, compliance, and impact communication.
- Develop high-quality written materials— reports, updates, and learning reflections with M&E staff.
- Work with program and finance teams to collect accurate data, synthesize outcomes, and ensure alignment between narrative and financial reporting.
- Work with PSF fiscal sponsor, Rockefeller Philanthropy Advisors, to deliver high quality financial reporting to the donors.
- Maintain a grants calendar to guarantee timely submissions and consistent funder communication.
- Review proposal and report writing processes, integrating processes with other departments in PSF (including operations and programs).

## STRATEGY, LEARNING & IMPACT COMMUNICATION

- Contribute to the design of the organization's donor stewardship strategy, including defining how, when, and through what formats PSF communicates impact and learning to funders beyond formal reporting.

- Design and implement stewardship plans for each foundation.
- Translate program achievements and learning into compelling, funder-ready language with Program and M&E staff.
- Working closely with PSF's communications advisors / team, support development of annual impact reports, donor updates, and strategic communication pieces.
- Partner with program teams to understand progress, challenges, and the evolving funding landscape.
- Track trends in philanthropic stewardship and recommend process or strategy improvements.

## SYSTEMS, DATA & OPERATIONS

- Maintain accurate funder records in CRM/grant management systems.
- Working closely with Operations, advise and potentially support the roll-out of a new organisation-wide CRM system.
- Develop internal dashboards or trackers to support transparency and cross-team coordination.
- Ensure documentation of all funder interactions, commitments, and compliance requirements.
- Help refine internal processes to strengthen stewardship efficiency and clarity.

## CROSS-TEAM COLLABORATION

- Work closely with senior leadership, other fund development team members, and consultants to prepare for funder conversations and strategic opportunities.
- Partner with finance on budgets, grant allocations, and financial reporting.
- Collaborate with program, M&E, and communications staff on storytelling, impact messaging, and funder-facing materials.
- Support board reporting on fundraising and stewardship performance.





# Candidate Profile

## REQUIRED

- 5–7+ years of experience in development: stewardship, institutional giving, donor relations, impact communications, or related roles.
- Exceptional writing skills in English, including synthesizing complex information into clear, compelling narratives tailored to institutional donors.
- Proven ability to develop and maintain strong, trust-based relationships with institutional funders.
- Strong project management and organizational skills; thrives with multiple deadlines.
- Experience collaborating across program, finance, and leadership teams.
- High integrity, discretion, and judgment.
- Commitment to equity, inclusion, and values-aligned philanthropy.
- International travel at times.
- Flexible working hours for an international team.

## PREFERRED

- Experience working in a small or mid-sized foundation or NGO.
- Familiarity with CRM or grant-management platforms.
- Knowledge of philanthropic trends, trust-based philanthropy, and strategic grantmaking.
- Ability to understand and communicate both programmatic and financial content.
- Comfort working in a fast-paced, learning-oriented, collaborative environment.

# How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete the online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy)-PSF e.g., Pat-Jones-CV-0326-PSF or Pat-Jones-CoverLetter-0326-PSF.

Please note that all our clients recruiting in the UK are legally obliged to confirm that the appointee is eligible to work in the UK. As of 1 January 2021, government’s new regulations will apply. For further information visit the Home Office website at <https://www.gov.uk/browse/visas-immigration/work-visas>.

## TIMELINE

Closing Date: 24th April 2026  
First stage interviews: TBC  
Final interviews: TBC

## SELECTION PROCESS

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the Oxford HR Consultant email address (see below) to their safe senders list and regularly check their spam folder.

## EQUALITY STATEMENT

Equality and diversity are at the core of the Plastic Solutions Fund’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

## QUERIES

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at [mindriani@oxfordhr.com](mailto:mindriani@oxfordhr.com) in the first instance.





## About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have. Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success.

We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

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