



Donor & Communications Officer

March 2026

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 & Communications Officer
Location:	Europe or US based / Remote (with occasional travel)
Salary:	On Application
Other (Nationality, etc.):	Legally authorised to work in the United States or the European Union.



Job Summary

The **Donor & Communications Officer** contributes to the effectiveness of PSF's fund development & communications activities. The Officer provides project management support for communications outputs including internal stakeholder integration, assists with donor communications in conjunction with Donor Relationships Managers and ensures that operational systems supporting outreach (e.g., CRM) are well-maintained, up to date, and effectively utilized.

This position requires someone who is highly organized, people-centered, and comfortable moving fluidly between relationship management and communications responsibilities.

Responsibilities

Donor Stewardship & Relationship Management

- Support donor stewardship efforts by helping coordinate communications, and follow-ups with current and prospective donors
- Assist with donor acknowledgements, thank-you letters, reports, and periodic updates
- Support the preparation of briefing materials, talking points, and background notes for leadership meetings with donors and partners
- Support donor events, participating foundation meetings, briefings, and convenings (virtual and in-person), including logistics, invitations, and follow-up

Internal Stakeholder Management

- Serve as a coordination point between fund development, communications, M&E, and program staff for outreach-related needs.
- Help develop & disseminate donor and partner-facing communications in coordination with communications staff, including newsletters & impact updates
- Assist in maintaining website content, mailing lists, and outreach materials as needed
- Oversee systems for outreach to partners, collaborators, and networks to share updates, opportunities, and key milestones
- Help ensure communications are consistent with organizational voice, values, and messaging and aligned across all channels and audiences

Operational Systems

- Maintain accurate donor and contact records in the CRM, including meeting notes, correspondence, and engagement history



- Track outreach and stewardship activities to support planning, reporting, and learning with M&E and program staff
- Support special projects related to fundraising, communications, or relationship-building as needed
- Contribute to continuous improvement of stewardship and outreach systems and processes

Candidate Profile

Qualifications & Experience

- 3–5 years of experience in nonprofit outreach, development support, communications, or a related field
- Strong written and verbal communication skills, with the ability to tailor messages for different audiences and professional fluency in English
- Excellent organizational skills and attention to detail; comfortable managing multiple priorities
- Experience with CRMs, contact management systems, or donor databases preferred
- Comfort working collaboratively with senior leadership, consultants and stakeholders
- Interest in value-driven work and relationship-centered approaches
- Flexible working hours for an international team

Skills & Attributes

- Professional, and relationship-oriented
- Clear and confident communicator
- Highly organized and reliable follow-through
- Discreet and trusted with sensitive information
- Comfortable operating behind the scenes to support others' success

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-Document 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 togborn@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.

Learn more at: oxfordhr.com