



Donor Communications Officer

(9-month maternity cover)

About us

Turquoise Mountain supports artisans and communities to protect and revitalise their heritage. Our work is rooted in the belief that cultural heritage has the power to transform lives. Founded in 2006 by His Majesty King Charles III, we work with artisan communities in Afghanistan, Myanmar, Saudi Arabia and the Levant. To date, we have supported over 11,500 artisans across 86 craft traditions, restored more than 170 historic buildings, and provided primary healthcare and education for artisans' families.

As a charity, Turquoise Mountain funds its work through grants as well as gifts from foundations and individuals. We are seeking an enthusiastic and organised storyteller to support Turquoise Mountain's fundraising as Donor Communications Officer

About the role

The Development Team is responsible for generating income to support Turquoise Mountain's work. We raise income from philanthropists, corporates, trusts and foundations, individuals and community fundraisers, building strategic partnerships that deliver long-term, sustainable funding and deepen engagement with our work.

Positioning

The Donor Communications Officer sits within the Development team and reports into the Head of Philanthropy. They will work closely also with the President and COO, supporting them in their communications with donors. They will also work closely with Turquoise Mountain's Communications Team.



[TURQUOISEMOUNTAIN.ORG](https://turquoisemountain.org) | [@TURQUOISEMOUNTAIN](https://twitter.com/turquoisemountain)

Registered Office: Princes Exchange, 1 Earl Grey St, Edinburgh EH3 9EE

Turquoise Mountain Trust is a registered charity no. SC037343 and as a company no. SC299579

Purpose

The Donor Communications Officer creates and coordinates compelling content for Turquoise Mountain's donors, this ranges from reports to presentations, emails and proposals, and collateral for events.

Scope

Global, covering both philanthropy and a select group of key institutional donors.

Key responsibilities

Writing and Content Creation

- Draft pitches and TM introduction documents/presentations as required, including gathering compelling stories, images, and data from across the organisation in coordination with the communications and country teams.
- Support the President, COO, and other senior leaders/ambassadors where relevant with presentations and other content creation for events.

Donor Communications

- Write donor reports and updates for private donors and supporters across geographies.
- Coordinate, organise and disseminate video updates for private donors and supporters across geographies.
- Draft emails to key individual and institutional donors on behalf of the President and COO.
- Draft follow-up emails to donors and key external stakeholders after donor meetings and events.
- Attend meetings and take notes where required. Ensure internal follow-up actions are disseminated.
- Maintain a clear and organised donor communications online database.
- Update and maintain Turquoise Mountain's CRM-system as required.

Proposal Development





- Write funding proposals for private donors.
- Working closely with the COO, coordinate proposal writing for institutional partners with a global or multi-country scope.
- Support the Head of Philanthropy, President and COO throughout the entire process of identification, cultivation, engagement, solicitation, acknowledgement, and stewardship of major private donors and institutional donors.

Event Communications

- Working with the Events Coordinator, draft guest-lists, create and send out invitations, manage RSVPs.
- Catalogue all Turquoise Mountain speeches and presentations at events.
- Support fundraising event planning and implementation, particularly in the UK, working closely with the Events Coordinator.
- Represent Turquoise Mountain at fundraising events in the UK where appropriate. Support senior leadership and TM ambassadors at these events.

This list is not exhaustive, and other duties may be required as determined by the needs of the organisation.

Person Specification

Professional approach

We are looking for a highly competent and collaborative storyteller.

Personal attributes

- An outstanding communicator.
- A highly structured, organised, and hands-on self-starter.
- A supportive and committed colleague.
- A team worker.
- Someone who thrives in a high-paced environment.





- Highly detail-oriented
- Someone who is punctual and meets deadlines.
- Willing to learn.
- Creative.

Qualifications

We are open to candidates qualified by experience.

Willingness to learn and ability to learn quickly are considered more important than formal qualifications.

Specific job skills and experience

- Fluent spoken and written English.
- Proven ability to tell stories and produce (written) content of the highest quality.
- Evidence of experience in donor reporting.
- Comfortable working from home for most of the time.
- Knowledge of CRM systems.
- **Willingness and ability to be in London frequently, and to travel to the US frequently.**

Whilst there is a strong preference for the post holder to be UK-based, we are open to applicants from the United States or the Netherlands. This role is based full-time working from home, therefore you must have access to an appropriate workspace and full right to work in your country of residence, we are unable to sponsor work visas. Salary will be in the region of £33,000 to £38,500 per year, depending on experience. This role is offered on a 9-month fixed term basis.

To apply, please submit a current CV alongside a covering letter outlining how you fit the person profile, including your relevant experience in donor communications. **Please combine your cover letter and CV as one pdf document.** Candidates should submit a covering letter and C.V. to: vacancy@turquoisemountain.org. In the subject line of the e-mail, please mention – ‘Donor Communications Officer’ and your last name.





Please submit your application as soon as possible, but by no later than **21st August 2026**. We reserve the right to bring the closing date forward in case of a large volume of applications



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