



JOB DESCRIPTION

JOB TITLE:	HEAD OF DEVELOPMENT (full-time)
REPORTING TO:	CHIEF OPERATING OFFICER
RESPONSIBLE FOR:	Development Manager, Development Co-ordinator and Associates
SALARY:	Competitive

ABOUT CAUSE4

Cause4 was set up in May 2009 to support charities and social enterprises in development and fundraising across the *charity, arts, sports* and *education* sectors.

The organisation works flexibly to support the immediate, short or long-term needs of organisations in organisational development and fundraising where there is synergy and shared values and where challenge and innovation will be welcomed.

Cause4 is also working with individual philanthropists, sports people and artists in the set up of charitable foundations and in supporting philanthropic giving. Additionally we train and mentor existing fundraising teams and develop those new to fundraising through our *Entrepreneurship* programme.

The company has secured over £26m in client fundraising since set up in 2009 and has won several awards including being a finalist in the Natwest Startup Awards 2011 in the category of best socially driven business and is a top 10 winner in the Ernst and Young Future 100 awards 2011 for demonstrating innovation in social enterprise. *Cause4* was also a winner in the 2012 Startups 100 list for most innovative small businesses across the UK. The company was a finalist in the Orange National Business Awards for Start Up Business of the Year 2012 and in November 2012 *Cause4* won a prestigious silver international Stevie Award for Most Innovative Company of the Year (small business).

In 2013 *Cause4* was invited by Lord Young of Graffham and Sir Terry Leary to join the Accelerate 250 for businesses showing rapid growth and great potential and the company won a Fast Growth award for social enterprise leadership from Unltd to develop the company's graduate *Entrepreneurship* programme. *Cause4* was also named in the Silicon Valley 100 Club as one of 100 UK businesses with high investment potential.

Head of Development

After a period of rapid growth, *Cause4* is looking for an ambitious individual in this role to manage a small team (pod) and to support the Senior Management Team to realise the development in the company's ambitious business plan. This includes advancing our core offering in strategy, organisational development and fundraising and coordinating and developing the pod to ensure a high-performance culture amongst a young, talented team. The post will take specific responsibility for supporting the Senior Management Team in delivering the highest standard of work for clients and developing new business with a particular focus on International Development, the Education, and /or Sport sector, all of which are growth areas for *Cause4*.

The role will suit an ambitious manager with experience in at least one of the International Development, Sport, or Education sectors, keen to adopt a strategic development role to support the growth of *Cause4* as an ambitious social business and with a passion for growing and developing teams.

JOB PURPOSE:

Reporting to the COO the Head of Development will lead the following activities:

- To lead, develop and support a defined team of *Cause4* core staff, freelancers and trainees;
- To deliver specific fundraising activities and development programmes across the current portfolio of clients, making a significant contribution to *Cause4's* core work;
- To work with Directors in the strategic and operational development of *Cause4* and support new business development or new partnerships for *Cause4* clients;
- To ensure that *Cause4* develops to its best potential as a productive and profitable socially-driven enterprise with an excellent reputation amongst its clients.

Principal Responsibilities

Leadership and Business Planning

- To work with the Senior Management Team in the strategic and operational development of *Cause4* and support the development of the business and its key operational units including Strategy and Fundraising, Philanthropy and Enterprise;
- In conjunction with the Senior Management Team, to lead, develop and support the team of *Cause4* core staff, freelancers and trainees;
- To develop the fundraising skills of less experienced fundraisers and *Cause4* trainees and build the knowledge and understanding of the charity and social enterprise sectors across the wider team.

Client delivery

- To work across client projects as required, within at least one of the specific specialist areas of Education, Sport or International Development, with a clear understanding of strategic and fundraising plans, to represent the Directors as required and deal directly with clients at a senior level;
- To lead on specific projects as required, taking responsibility for all aspects of project development, project management, budget management and delivery;
- To share expertise and build on existing networks in the areas of grant-making trusts and foundations, corporate and individual philanthropy;
- To ensure effective feedback loops from client work, ensuring that work can always be developed and enhanced.

Directors and team management

- To provide internal support for the Senior Manager Team allowing them to focus on client acquisition, client delivery and strategic development of the business;
- To provide for all staff a strong day-to-day leadership presence to support the development of client work of the highest standard;

- To coordinate the team appraisal process that measures and evaluates progress against the goals for the organisation;
- To manage the team's delivery of fundraising and research work through the achievement of individuals' objectives against specific workplans.

Knowledge, Skills and Experience Required

- An experienced and determined senior manager with 5+ years' work at an equivalent level;
- A strong team leader with experience in co-ordinating a team's day to day activity, managing multiple priorities and deadlines;
- Results driven, proven track record in exceeding goals and a bottom-line orientation;
- Confident in the role of consultant, bringing fresh insights into the future growth and work of *Cause4* and its clients;
- Able to support and consolidate learning and development across the organisation; committed to informal and formal ongoing professional development;
- A polished and highly motivated professional with a strong track record and understanding of Third Sector and fundraising potential in a fast changing world;
- Excellent communication skills and highly literate; able to operate with diplomacy, tact and empathy;
- Strong financial literacy, able to analyse and develop complex budgets;
- Sensitive and in tune with clients' needs; able to think strategically about new business development;
- Essential personal qualities – strong 'completer-finisher', conscientious, efficient; energetic, determined and passionate about the work of charities;
- Sympathetic to the values and ambitions of *Cause4*.

Please send a completed [equal opportunities monitoring form](#), CV and cover letter to emma.oconnell@cause4.co.uk.