

**JOB DESCRIPTION**

**JOB TITLE: DEVELOPMENT MANAGER**

**REPORTING TO: DIRECTOR OF STRATEGY AND FUNDRAISING**

**SALARY AND BENEFITS:**

* £25,000-£30,0000 salary range + 10% bonus payable against meeting targets paid in April each year.
* A 12-month bespoke training package
* Health care plan and critical illness cover
* Death in Service cover of four times salary
* Personal non-contributory pension scheme after one year’s service
* 22 days holiday each year plus bank holidays

**ABOUT *CAUSE4***

Established in May 2009, social enterprise *Cause4* supports charities, social enterprises and philanthropists in development and fundraising across the charity, arts, sports and education sectors in the UK and internationally. The company has secured over £40 million in client fundraising since set up in 2009.

*Cause4* champions disruptive philanthropy and new ways of scaling up charities and social enterprises. Learning lessons from the private sector to benefit not-for-profit organisations, *Cause4* helps attract the best graduate talent to work on some of the world’s most pressing issues. Provoking change is at the heart of company’s mission.

In 2010 *Cause4* developed the Entrepreneurship training programme to address the widely-acknowledged talent shortage in this area. The programme identifies young graduates with a passion for the charitable sector and with the entrepreneurial drive, personality and talent to succeed. We currently have 45 graduates and apprentices working across three different programmes.

*Cause4*has won a string of awards including for founder Michelle Wright, as female entrepreneur of the year at the Natwest Start Up Awards 2011. The company is a top 10 winner in the Ernst and Young Future 100 awards 2011, a winner in the 2012 Startups 100 list for most innovative small businesses across the UK.In 2014 *Cause4* won a prestigious gold award for innovation at the International Stevie Awards and has been selected as a National Champion representing the UK in the European Business Awards.

*Cause4* was also recognised as one of the top 25 Hyper-growth organisations in the UK having joined the Government’s Growth Accelerator Programme in early 2013 and was invited to be part of Accelerate 250 – an invitation by Lord Young of Graffham (PM's enterprise advisor) for the UK’s top 6% of small businesses showing high growth potential. In 2013 *Cause4* was recognised in the Silicon Valley UK 100 list for the top 100 UK companies showing potential to generate multi-million pound revenues.

***Cause4* Values**

* **Curious** – our culture seeks to foster ideas, encourage considered risk-taking and support creativity that will achieve the best results.
* **Ambitious** – we actively encourage partnerships and collaboration, supporting organisations to be open to change in a fast-changing environment.
* **United**– we put team-working and collaboration at the heart of all our work.
* **Straight-talking** – we are straightforward and honest, and our communications are simple and jargon-free.
* **Entrepreneurial** – we aim to develop dynamic and entrepreneurial business models that support sustainable and cost-effective programmes for charities.

**DEVELOPMENT MANAGER**

After a period of rapid growth, *Cause4* is looking for an ambitious, process-driven manager to support the Director of Strategy and Fundraising to realise the development opportunities in the company’s ambitious business plan, and to work across a range of arts, cultural, community and education projects.

The position will adopt a client portfolio, focussing on campaign, projects and development programmes and client fundraising. The postholder will also contribute to supporting Directors to develop new services linked to the company’s ambitious Business Plan.

The role will suit an experienced manager keen to adopt a development role to support the growth of *Cause4* as an ambitious social enterprise. A keen interest in arts and culture would be a benefit but is not essential.

**JOB PURPOSE:**

* To contribute to the strategic and operational needs of *Cause4*;
* To work with Directors to develop and construct campaigns, projects and development programmes for clients that are strategic and innovative;
* To contribute to *Cause4’s* client fundraising activities, by maximising income from Trusts and Foundations, statutory funders and individuals in respect of client delivery;
* To manage key client relationships in conjunction with the Director of Strategy and Fundraising;
* To develop and share expertise and networks in the areas of individual and corporate donors across *Cause4’s* key areas of fundraising, philanthropy and social enterprise;
* To support the development of *Cause4’s* philanthropy service and social enterprise programmes and our Entrepreneurship training programmes.

**Objectives**

* To ensure that *Cause4* develops to its best potential as a productive and profitable enterprise with an excellent reputation amongst its clients.
* By developing and delivering successful client fundraising and development programmes, to develop a wide range of skills and experience that will enhance your professional potential.

**Principal Responsibilities**

* To work across all client projects as required, and to raise income on a project by project basis according to each client’s development and fundraising plan.
* To provide particular leadership and support in the development and delivery of fundraising strategies that engage and win support from statutory funders, trusts and foundations, individuals and corporate donors.
* To develop and support junior colleagues in meeting their goals and targets, ensuring a healthy and robust team culture. To manage *Cause4* Associates and interns as required.
* To lead on specific projects as required or assume a delegated leadership role, including taking responsibility for all aspects of client project development, project management and delivery.
* To identify new opportunities for the on-going business development of *Cause4.*
* To build on existing networks, and to develop new networks for the wider benefit of both *Cause4* and individual colleagues.
* To contribute to and support the development of *Cause4’s* blog and events programme www.cause4.co.uk.

**Knowledge, Skills and Experience**

* At least three years fundraising experience, across key fundraising disciplines, ideally with some line management experience
* Ability to think strategically to create programme and campaign solutions for clients
* Experience in preparing reports and presentations, which require strategic thought
* Excellent communication skills, in both written and aural form
* Outstanding inter-personal skills
* Strong numeracy, organisational and administrative skills
* The ability to pay close attention to detail, manage deliverables and to meet deadlines
* Ability to work creatively and develop tailored responses
* Experience of developing project budgets and objectives
* Good standard of IT and digital skills, particularly MS Office applications
* A strong team player, proactive in support of the development of junior staff
* Ability to operate with diplomacy, tact and with high levels of confidentiality
* Desirable personal qualities – conscientious, motivated, drive, outgoing, energetic, and determined; persuasive, articulate, able to advocate, debate and persuade
* Passionate commitment to the work of charities, social enterprises and philanthropy
* An expertise in one or more of our key disciplines of charity, arts, sport or education.

**Please complete the application form which can be found** [**here**](http://www.cause4.co.uk/home/wp-content/uploads/2015/08/150805-Cause4-Development-Manager-Application-Form.docx) **and equal opportunities monitoring form which can be found** [**here**](http://www.cause4.co.uk/home/wp-content/uploads/2015/08/150805-Cause4-Equality-Monitoring-Form.docx) **and return to Alan Watt, Director of Strategy & Fundraising** [**alan.watt@cause4.co.uk**](mailto:alan.watt@cause4.co.uk) **by Friday 28th August 2015.**