

# DEVELOPMENT MANAGER

## ROLE DESCRIPTION

### JOB TITLE

Development Manager

### REPORTING TO

Director of Development and Enterprise

### SALARY

£30,000 per annum (with regular salary reviews linked to performance)

### JOB LOCATION

Predominantly homeworking, with occasional travel to team meetings in Cambridge, London or other agreed locations. Travel costs will be covered. Note the role is not available for anyone seeking to work outside of the UK.

### JOB COMMITMENT

40 hours per week, although flexible and part-time working arrangements will be considered.

## THE OPPORTUNITY

This is an exciting opportunity to join *Cause4* as a Development Manager, supporting a varied portfolio of charities and social purpose organisations across fundraising, strategy and organisational development.

The role offers the chance to work across multiple sectors including arts, heritage, education, health, sport and community organisations, helping clients to develop fundraising strategies, secure funding and build sustainable income streams.

Alongside client work, you will play an active role within the wider *Cause4* Development Team, contributing to research, organisational planning, training delivery and business development activity.

Unlike many in-house fundraising roles, this position offers broad exposure across a wide range of organisations, fundraising disciplines and consultancy projects, making it an excellent opportunity for someone looking to broaden their experience and develop their career within the charity or consultancy sectors.

## WHO THIS ROLE MAY SUIT

This role could particularly suit:

- An ambitious individual looking to build consultancy, fundraising and strategic development experience across a broad range of organisations.

- Someone looking to step into their first consultancy or Development Manager role.
- A fundraiser wanting broader experience across multiple organisations and income streams.
- Someone currently working in the charity, arts, education or cultural sectors looking to transition into consultancy.
- An existing manager looking to build their consultancy skills to fast track into more senior positions in the sector.

## MAIN RESPONSIBILITIES

### Fundraising & Client Support

- Supporting a portfolio of clients with fundraising strategy development and delivery.
- Writing compelling funding applications, Cases for Support and donor-facing materials.
- Supporting funding approaches to Trusts & Foundations, statutory funders, corporates and individual donors.
- Conducting research into prospective funders, partners and opportunities.
- Supporting the development and delivery of fundraising events and engagement activities.
- Building positive relationships with clients, funders and wider stakeholders.
- Supporting the delivery of fundraising training and wider *Cause4* programmes.

### Research & Consultancy

- Producing high-quality research, reports and briefing papers.
- Supporting the development of programme ideas, evaluation frameworks and measurable outcomes.
- Contributing strategic thinking to fundraising campaigns and organisational development projects.
- Supporting wider consultancy and innovation work across the organisation.

### Team & Organisational Development

- Contributing to *Cause4's* business development and growth activity.
- Sharing knowledge, expertise and fundraising insight across the team.
- Supporting the wider strategic and operational needs of the organisation.

## PERSON SPECIFICATION

*Cause4* is a fast-paced consultancy environment offering significant opportunities for learning and career development.

### Skills & Experience

We are particularly interested in candidates who are ambitious, adaptable and keen to grow within a consultancy environment.

You may already have experience in fundraising, charity operations, programme delivery, arts administration, partnerships, research or strategy work.

We are looking for:

- Experience within a charity, fundraising, arts, education or consultancy environment.

- Strong written communication skills and the ability to produce high-quality written material.
- An interest in fundraising, philanthropy and organisational development.
- Strong research and analytical skills with excellent attention to detail.
- The ability to manage multiple priorities and deadlines effectively.
- Confidence working with a range of stakeholders and building professional relationships.
- Strategic thinking and problem-solving skills.
- Strong organisational and coordination skills.
- Confidence using Microsoft Office applications including Word, Excel and PowerPoint.
- Experience using online platforms such as Zoom or Teams.

Experience across fundraising or income generation is desirable, but we are equally interested in candidates with strong transferable skills and the ambition to develop into a client-facing consultancy role.

## **BENEFITS**

- Regular reviews, feedback and structured progression support.
- A clear development pathway into senior consultancy and leadership roles.
- Remote and flexible working arrangements.
- Access to team events, networking opportunities and cultural activities.
- Ongoing professional training and skills development.
- 30 days holiday inclusive of public holidays.
- Pension, health benefits and death in service insurance.
- Access to wellbeing support, including counselling and a health cash plan.

*Cause4* is a Gold Award holder for Investors in People and is an equal opportunities employer. We welcome applications from people of all backgrounds.

## **ABOUT CAUSE4**

*Cause4* is a social business founded to support charities to achieve more and better.

Specialising in fundraising, income generation and programme development, we partner with charities, philanthropists and corporations that want to make change.

Founded in 2009, we are a social enterprise and one of the first certified B-Corporations in the UK. Provoking change is at the heart of our mission, and we bring together a range of expertise to work on some of the charitable sector's most pressing issues.

Since 2009 we have raised over £80million for our clients.

## **Our Areas of Work**

### **Programme Design & Innovation**

We design and deliver sector-changing programmes and support organisations from R&D through to the rollout of major initiatives.

### **Fundraising & Philanthropy**

Our work ranges from developing fundraising Cases for Support through to delivering complex fundraising campaigns.

## Support & Advice

From free strategy Power Hours to CEO coaching and Governance Reviews, we provide support to executives, leaders and trustees.

## Training

We deliver training across fundraising, leadership and governance, including e-learning and large-scale change management programmes.

## OUR VALUES

- **Curious** – we encourage creativity, ideas and thoughtful risk-taking.
- **Ambitious** – we embrace collaboration and support organisations to adapt and grow.
- **United** – teamwork and partnership are central to our culture.
- **Straight-talking** – we communicate clearly, honestly and without jargon.
- **Entrepreneurial** – we develop innovative and sustainable approaches that support charities to thrive.

*Cause4* is a fantastic training ground for individuals looking to enhance their careers, with former team members progressing into roles across organisations including DCMS, Cancer Research UK, British Red Cross, The Cabinet Office, The Wellcome Trust, Fair Trade Foundation and Serpentine Galleries.

We invest heavily in staff development, offering access to training in areas including Application Writing, Trustee Leadership, Corporate Fundraising, Digital Fundraising, Crowdfunding and more, alongside personalised mentoring and development opportunities.

## HOW TO APPLY

Please send your CV together with either:

- a Cover Letter (maximum two pages), or
- a Cover Video (maximum three minutes)

to Ben Wilson, Director of Development and Enterprise, at [ben.wilson@cause4.co.uk](mailto:ben.wilson@cause4.co.uk) by 5pm on 29th May 2026.

Please also include a completed Equal Opportunities Form downloadable from the *Cause4* website - <https://www.cause4.co.uk/careers>

The Business Centre, Croxton Road, Thetford, Norfolk, IP24 1JD | 020 7247 2963