

## 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 a requirement to attend team meetings in Cambridge, London or another location for which travel costs will be covered.

**JOB COMMITMENT:** 40 hours per week, although flexible working arrangements and part time options will be considered.

### OPPORTUNITY

This is a fantastic opportunity to join *Cause4* as a Development Manager. You will help support a varied client portfolio, working with a range of charities to develop and implement fundraising strategies. Alongside this, the role will work within the *Cause4* Development Team embracing culture, planning and operations, as well as supporting the growth of the new business pipeline for the organisation.

### 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.



#### Programme Design & Innovation

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



#### Fundraising & Philanthropy

Our work ranges from crafting a fundraising Case for Support through to the development and implementation of complex fundraising campaigns.

#### Support & Advice



From our free strategy Power Hours to CEO coaching and Governance reviews, we provide a range of support to Executives, Leaders and Trustees.

#### Training



Our expert training ranges from the basics of fundraising to chairing a board. We deliver training, e-learning activities, and large-scale change management programmes.

Our values are:

- **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.

*Cause4* is a fantastic training ground for individuals looking to enhance their careers, with employees going on to take up prestigious positions in renowned organisations, including DCMS, Cancer Research UK, British Red Cross, the Cabinet Office, The Wellcome Trust, Fair Trade Foundation, Serpentine Galleries and many more.

We offer a package of training for staff, with opportunities to participate in courses such as Application Writing, Trustee Leadership, Crowdfunding, Corporate Fundraising, Digital Fundraising and more. Alongside this, we are also keen to develop staff with more personalised training and mentoring depending on your area of interest.

## **MAIN RESPONSIBILITIES**

### **Strategy Development and Fundraising**

- Delivering specific fundraising activities and development programmes across a portfolio of clients, including developing strategies and securing funding from statutory funders, Trusts and Foundations, individuals and corporate donors.
- Developing corporate sponsorship presentations and individual collateral documents and building successful relationships with funders on behalf of clients.
- Creating compelling Cases for Support for a range of clients across arts, heritage, education, sport, community and health amongst other sectors, and writing bids to secure funding on their behalf.
- Supporting event development and lead on the running of fundraising events.
- Conducting robust research into Trusts and Foundations, corporates, and individuals to establish relevant background information and potential for receiving approaches for funding.
- To work collaboratively and effectively with key stakeholders, including funders, speakers, and charity representatives, for the wider benefit of both *Cause4* and individual colleagues.
- To support the delivery fundraising training to various clients across the wider *Cause4* portfolio.
- Wider work across the *Cause4* portfolio as needed – including development of e-learning resources and support for the delivery of Arts, Fundraising & Philanthropy activities.
- Taking a lead on developing robust research papers on behalf of *Cause4*, delivering exceptional high-quality work and showing a consultancy-based approach to all research for the organisation.
- Drafting research papers and producing statistics and figures for inclusion in client documents, together with sets of measurable outcomes and evaluation methods.

### **Expertise and Company Growth**

- To develop and share expertise and networks in fundraising across *Cause4*'s key areas of fundraising, philanthropy and social enterprise.
- To support *Cause4*'s new business pipeline and planning process and regularly grow new business to support *Cause4*'s growth strategy.
- To work with Senior Management to support the strategic and operational needs of *Cause4*.

## **PERSON SPECIFICATION**

*Cause4* is a fast-paced agency environment with an opportunity to support the charity sector and further develop your own skills and knowledge. As such, we require the following:

### **Skills and Experience**

- A minimum of three-years' experience in working within a charitable organisation or agency, ideally with existing experience in fundraising, strategy and research.
- An interest or expertise in one or more of our key disciplines of charity, arts, sport or education.
- An understanding of the different fundraising concepts and income streams available to charities, and a willingness to learn and develop additional skills.
- A talented writer, able to draft applications and written material to a high level.
- A thorough approach to research and attention to detail for the production of key papers.
- Ability to think strategically to create programme and campaign solutions for clients.
- Experience in preparing reports and presentations, which require strategic thought.
- A strong-coordinator, and able to manage multiple priorities and deadlines.
- A proven track record of successfully leveraging income from a range of sources.
- The ability to pay close attention to detail, manage deliverables and able to turn work around within a short time span where demands are liable to change at short notice.

- Ability to operate with diplomacy, tact and with high levels of confidentiality.
- Experience of database administration is also desirable, as is confidence in managing online platforms such as Zoom or Teams.
- IT literate with experience of working with Microsoft applications including Word, Excel, PowerPoint. Experience of database administration is also desirable.

## **Ethos**

- Demonstrable commitment to *Cause4's* values.
- A strong team player.
- Passionate commitment to the work of charities, social enterprises and philanthropy.
- Ambitious individual with an excellent work ethic, who is keen to develop knowledge and skills for future leadership roles in the charity or enterprise sectors.
- An individual with a good level of understanding and empathy towards others, showing an ability to work both independently and within a busy team environment.

## **BENEFITS**

- Regular reviews and feedback, working closely with the *Cause4* team to progress in your role against set objectives.
- An opportunity to fast-track your career in the charity or consultancy sector.
- Remote working and fully flexible working options between 8am and 7pm (40 hours per week)
- An exciting opportunity to join a growing team and join us for team events, access to cultural activities, networking opportunities, skills development sessions, and more.
- Access to training courses to develop your skills, including (but not limited to) on Corporate Fundraising; Individual Giving; Trustee Leadership; Marketing, and Creative Enterprise.
- 30 days holiday a year inclusive of public holidays.
- Regular performance and salary reviews.
- Private pension, health benefits and death in service insurance.
- *Cause4* is invested in the wellbeing of its staff and has a dedicated Mental Health Champion, offers a generous health cash plan and counselling support.

*Cause4* is a Gold Award holder for Investors in People and is an equal opportunities employer. We welcome applications from people of all backgrounds. Our definition of diversity encompasses responding to issues around race, ethnicity, faith, disability, age, gender, sexuality, class and economic disadvantage.

To apply, please send your CV, a Cover Letter or Cover Video (no more than 2 pages/video application no longer than three minutes), to Ben Wilson, Director of Development and Enterprise at [ben.wilson@cause4.co.uk](mailto:ben.wilson@cause4.co.uk) by 12pm on 23rd January 2026.

Please include with your application a completed equal opportunity form downloadable from the website.

**Keystone Innovation Centre, Croxton Road, Thetford, Norfolk, IP24 1JD | 020 7247 2963**