



Development Manager Role Description



JOB TITLE

Development Manager

REPORTING TO

Director of Development and Enterprise

SALARY

£30,000 per annum (starting salary). We aim to invest in colleagues' professional growth and, where possible, provide opportunities for increased responsibility and progression in recognition of strong performance.

BENEFITS

- Access to ongoing professional training and fundraising skills development worth c.£1.5k, including AI in fundraising, trustee leadership, capital fundraising, legacies and corporate fundraising.
- A clear development pathway into senior consultancy and leadership roles.
- Regular reviews, feedback and structured progression support, alongside regular salary reviews.
- Remote and flexible working arrangements – employees can choose to start earlier or work later (providing they are available during our core hours of 10am-4pm).
- No travel costs.
- Access to team events, networking opportunities and cultural activities.
- 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.

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.

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's Development Team as a Development Manager, supporting a varied portfolio of charities and social purpose organisations with fundraising, strategy and organisational development.

This opportunity provides a fantastic opportunity for someone to work as part of a passionate and hard working team to hone their consultancy skills to fast track into more senior positions within the organisation.

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.

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 accelerate their career within the charity or consultancy sectors.

WHO THIS ROLE MAY SUIT

This role could particularly suit:

- 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 ambitious individual seeking a fast-paced role with clear progression and development opportunities.
- 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.
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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:

- Strong written communication skills and the ability to produce compelling, engaging and high-quality written material.
- Strong research and analytical skills with excellent attention to detail.
- Ability to interpret and synthesise large and complex amounts of information and data from a range of sources.
- Experience within a charity, fundraising, arts, education or consultancy environment.
- An interest in fundraising, philanthropy and organisational development.
- The ability to manage multiple priorities and deadlines effectively.
- Confidence working with a range of stakeholders and building professional relationships.
- Strategic thinking, creative 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.
- Alignment with our company values.

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.

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 with clients 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.



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**.

The deadline for applying is 5pm on 1st September 2026.

Please also include a completed Equal Opportunities Form downloadable from the Cause4 website.

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

