

## Role Description

### Development Manager

**JOB TITLE:** Development Manager  
**REPORTS TO:** Fundraising Director  
**LOCATION:** Restore Hope, Latimer Park, Chesham, Bucks. HP5 1TU.  
**HOURS:** Flexible: 0.6-1.0FTE  
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**BENEFITS:** Annual leave - 33 days inc Bank Holidays (pro-rated to FTE)  
5% Pension, Life Insurance

#### RESTORE HOPE:

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Restore Hope is a Christian Charity with a passion to see the lives of children, young people and families transformed. We are based on a 360-acre country estate near Amersham, Little Chalfont and Chesham in Buckinghamshire and we seek to use the stunning location and facilities to see hope restored.

Many of those we work with are going through really tough situations and come from backgrounds where opportunities are limited. Our focus is on inspiring, training and equipping local children, young people and families with skills that enable them to fulfil their potential. To that end, we run a well-developed and wide range of fun activities, events and training courses. These provide the opportunity to find support, build friendships, learn new skills, gain qualifications, and build self-worth.

As a Christian charity, whilst we are inspired by our faith in Jesus Christ, we serve people of all faiths and none.

We believe that no matter how bad a situation may seem there can always be hope.

#### ROLE DESCRIPTION:

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We are looking for a proactive and relationship-focused **Development Manager** to support our Fundraising Director in growing our fundraising across a range of areas including trusts, donors, events and community fundraising. You will play a key role in building meaningful supporter relationships and helping deliver engaging fundraising activity, contributing both ideas and hands-on support to help our work flourish.

You will be part of a growing charity making a real difference to families, working in a varied role with opportunities to develop across different areas of the charity, within a supportive and collaborative team.

Whilst there isn't a genuine occupational requirement for the post holder to be a practising Christian, the successful candidate for the role will need to commit to working in line with Restore Hope's core values, and Christian ethos.

#### KEY RESPONSIBILITIES:

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- **Support delivery of the fundraising strategy**  
Work closely with the Fundraising Director to implement fundraising plans across a range of income streams, helping to maintain momentum and meet income targets.
- **Build and steward donor relationships**  
Develop and maintain positive relationships with donors and supporters, ensuring they feel valued, informed, and connected to the impact of their giving.

- **Coordinate trust and foundation applications**  
Support the research, writing, and submission of funding applications, as well as reporting back to funders in a timely and engaging way.
- **Assist with fundraising events and community activity**  
Help plan and deliver events and community fundraising initiatives, working with supporters and volunteers to create successful and enjoyable experiences.
- **Manage and maintain CRM data (Salesforce)**  
Ensure accurate and up-to-date records of donors, communications, and fundraising activity to support effective relationship management and reporting.
- **Support major donor engagement**  
Assist in identifying, engaging, and stewarding major donors, including helping to coordinate meetings, communications, and follow-up activity.
- **Work with volunteers and wider team members**  
Provide support and coordination to volunteers and colleagues involved in fundraising, helping to keep activity organised and aligned.
- **Ensure good fundraising practice and compliance**  
Follow appropriate processes around data protection, due diligence, and fundraising standards to ensure all activity is carried out responsibly. To actively contribute to the prayer & worship life of the charity.
- To undertake any other task that is reasonably required by the charity.

## ABOUT YOU:

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You will be an experienced fundraiser who enjoys working as part of a team and supporting a range of fundraising activity.

You are comfortable building relationships, managing multiple priorities, and getting stuck into practical delivery when needed.

## Essential Experience

- Experience in one or more fundraising income streams (e.g. trusts, major donors, community or individual giving)
- Experience building and maintaining donor or partner relationships
- Experience supporting or delivering fundraising events or campaigns
- Experience using a CRM database (Salesforce desirable)
- Experience working with a range of stakeholders, including volunteers or supporters

## Knowledge and Skills

- Strong communication and relationship-building skills
- Good organisational skills and ability to manage a varied workload
- Confidence working both independently and as part of a team
- Understanding of fundraising good practice (e.g. donor care, data handling)
- Comfortable using databases and managing information
- Willingness to take a hands-on approach where needed

## TO APPLY:

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For an informal chat about the role contact Caroline Sence (Fundraising Director) on [caroline.sence@restorehopelatimer.org](mailto:caroline.sence@restorehopelatimer.org) and to apply please email your CV and a covering letter to [shaun.israel@restorehopelatimer.org](mailto:shaun.israel@restorehopelatimer.org). There is no deadline, the role will be filled when the right candidate is identified.