

CAUSE4 FELLOWSHIP TWO-YEAR DEVELOPMENT PROGRAMME

OPPORTUNITY

This is a fantastic opportunity to join *Cause4* on a two-year development programme, which will give you an in-depth insight into the charity sector, fast-track agency experience, and a certified qualification, spearheading your career in the charity sector or in consultancy practice.

SALARY

- Development Associate - £22,568 (year one)
- Development Fellow - £25,000 (year two, subject to performance review)

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 £60million 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 face to face or virtual training, extensive 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 CLIENTS

Based across the UK, the clients we work with vary tremendously, from arts and cultural organisations to major health charities, as well as those working in sports, education, and community. Some examples of our work with charities includes:

- **Target Ovarian Cancer:** The UK's leading ovarian cancer charity that exists to improve early diagnosis, fund life-saving research and provide much-needed support to women across the UK. *Cause4* worked with Target Ovarian Cancer to develop and implement a comprehensive fundraising strategy and a bold new campaign – *It's Time to Take Ovar*.
- **Holborn Community Association:** A community anchor organisation based in the heart of Holborn. *Cause4* supported the organisation to raise £3.7million for a major capital redevelopment of a vibrant new hub fit for a diverse community.
- **Aesop (Arts Enterprise with a Social Purpose):** An arts charity and social enterprise that runs a National Arts and Health Conference and Showcase and a hugely successful Dance to Health programme. *Cause4* supported Aesop to develop and implement an exciting new fundraising strategy that led to a major expansion of the charity's programmes.
- **The Trussell Trust:** The Trussell Trust is a UK-wide charity that runs a network of foodbanks providing emergency food and support to people in crisis. *Cause4* helped the Trussell Trust develop partnerships with corporates supporting its Covid-19 response and developed a new Corporate Sponsorship and Social Responsibility Strategy.
- **Jimmy's Cambridge:** For 25 years, Jimmy's has been helping people experiencing homelessness in Cambridge. *Cause4* works with the charity to raise funds from Trusts and Foundations and provides marketing support to raise awareness of its work.

CAUSE4 ALUMNI

The Fellowship is a fantastic training ground for individuals looking to build successful careers in the charity sector or consultancy practice. *Cause4* has supported almost 100 graduates to become leaders across the public, private and charitable sectors, with employees going on to take up prestigious positions in renowned organisations, including Cancer Research UK, British Red Cross, Civil Service, The Wellcome Trust, Fair Trade Foundation and more, some examples of our recent graduates include:

- **Michael Button:** Head of International Climate Finance Negotiations at the Cabinet Office
- **Alice Ravenscroft:** EDS Projects Policy Advisor, Economic and Domestic Affairs Secretariat at the Cabinet Office
- **Sam Davis:** Senior Development Officer at Queen's College, University of Cambridge
- **Edward Saunders:** Senior Associate at Mayer Brown Law Practice
- **Zoe Dean:** Senior Partnerships Manager at Teach First
- **Poppy Facer:** Policy and Advocacy Officer at the Wellcome Trust
- **Robert Clarke:** Solicitor and Chair of Environment Committee at Macfarlanes

PROGRAMME OUTLINE

YEAR ONE – DEVELOPMENT ASSOCIATE

As a Development Associate you will gain first-hand experience of *Cause4's* entrepreneurial fundraising and development activities on behalf of charities, philanthropists and social enterprises.

Your initial role will be to support the team to maximise income from a broad range of fundraising activities, including Trusts and Foundations, Corporates, and Major Donors, whilst also gaining programme management and consultancy skills working across our national programmes, including Arts Fundraising & Philanthropy, Heritage Compass and the Trustee Leadership Programme.

You will develop an understanding and learn the skills needed for successful development and entrepreneurial fundraising and project management on behalf of charities, philanthropists, and social enterprises. Through an exciting first year you will gain an understanding of the following key elements of fundraising and consultancy practice:

- Research skills

- Trusts and Foundations Fundraising
- Corporate Fundraising
- Individual Giving
- Project Management

As part of the first year, you will also gain access to regular training opportunities related to the above. Some examples of the training offered during the first year includes:

- **Essentials in Fundraising and Application Writing** – giving you an understanding of how to research, plan and write successful funding applications.
- **Essentials in Corporate Fundraising** – giving you an understanding of how to successfully raise funds from corporate partners.
- **Essentials in Individual Giving** – giving you an understanding of how to identify motivations of different donors and how to turn one-off donors into long-term supporters.
- **Trustee Leadership Programme** – giving you knowledge to become a charity Trustee, learning key skills such as governance, strategic planning, financial management and fundraising.
- **Essentials in Marketing** – giving you an overview of all areas of marketing, from audience development to PR and social media.

Throughout your first year you will receive regular reviews and feedback, working closely with the Development Manager and Head of Development to progress against set objectives.

YEAR TWO – DEVELOPMENT FELLOWSHIP

Following a successful first year, your career will take another leap, as we work with you to refine your skills and focus on a particular area of interest. Whilst you will be expected to contribute to all aspects of *Cause4's* work, you will begin to specialise in an area of your choice, undertaking specific tasks on behalf of clients, working directly with senior staff, including the Chief Executive on specific projects.

Your second year will also see you gain a qualification in an area related to your specialism. Examples of qualifications offered include:

- Post Graduate Certificate in Arts Fundraising and Philanthropy through the University of Leeds
- Creative Enterprise Programme Certificate
- Chartered Institute of Marketing Foundation Certificate
- Institute of Fundraising Diploma

You will complete your second year with a breadth of understanding of the charity sector, consultancy practice and an in-depth understanding and qualification in your chosen area.

At the end of Year 2, we can support Fellowship graduates to fast-track their consultancy career with *Cause4* or support you into a career in your area of interest via our extensive charity network.

BENEFITS

- A prestigious qualification at the end of the two years and a specialism in an area of your choice.
- An opportunity to fast-track your career in the charity or consultancy sector, gaining an insight into all aspects of fundraising and developing key consultancy skills.
- 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.
- 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.

MAIN RESPONSIBILITIES

- To conduct research into Trusts and Foundations, corporates and individuals to establish relevant background information and potential for receiving approaches for funding.
- To keep abreast of funding developments and items of news interest relevant to the charity and social enterprise sectors and to share knowledge with the wider team.
- To provide the Chief Executive and other colleagues with specific pieces of research information when required.
- To support with the preparation of client strategy documents, using sources of information provided and through conducting desk research.
- To support the administration of key programmes of work such as the Arts Fundraising & Philanthropy Programme, Heritage Compass, and the Trustee Leadership Programme.
- To develop a full understanding of individual profiles of specific clients within the portfolio of *Cause4* and use this to help develop Cases for Support and other funding documents.
- To support colleagues in drafting documents and producing statistics and figures for inclusion in client documents, together with sets of measurable outcomes and evaluation methods.
- To produce corporate sponsorship presentations and individual collateral documents with support from Senior Management and other colleagues.
- To undertake training and attend any networking events as required, including potential out-of-hours events, to represent *Cause4* externally when required.
- To actively contribute to the development of www.cause4.co.uk, social media and our blog, including working with members of senior management to actively develop all digital work.
- To contribute to *Cause4*'s overall business development when required.
- To be pro-active in terms of personal development, working alongside line-manager to build key objectives for growth within *Cause4*.

This is a remote (home) working role, with opportunities to meet with the *Cause4* team at regular events throughout the year in London, Cambridge, and other locations.

PERSON SPECIFICATION

- Ambitious individual that is keen to develop knowledge and skills for future leadership roles in the charity or enterprise sectors.
- IT literate with experience of working with Microsoft applications including Word, Excel, PowerPoint. Experience of database administration is also desirable.
- A thorough approach to research and attention to detail for the production of fundraising applications, and exceptional writing skills with the ability to write in different forms and styles.
- Comfortable when working to tight deadlines, and able to turn work around within a short time span where demands are liable to change at short notice.
- Excellent social skills, able to operate with diplomacy, tact and empathy.
- Outwardly focussed and interested in new developments and sector trends,
- Ability to think laterally to maximise opportunities to promote the work of the organisation.
- Conscientious, positive 'can-do' attitude, and a team player who is also able to work independently and show initiative.
- Passionate commitment to the work of charities, and a strong awareness of sector potential in a challenging funding context.
- Experience of working in a team or a small charity or company, and experience of fundraising on some level is desirable though not essential.

APPLICATION

Cause4 is a Silver Award holder for Investors in People and is an equal opportunities employer. We would 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 (no more than 2 pages), and an equal opportunity monitoring form to Naomi Chapman – Development Manager: naomi.chapman@cause4.co.uk by

23:59 on the 30th September 2021. If you have any questions prior to applying please do get in touch with Naomi directly.