

JOB DESCRIPTION

JOB TITLE: HEAD OF DEVELOPMENT

REPORTING TO: DIRECTOR OF DEVELOPMENT AND ENTERPRISE

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: Up to 40 hours a week, willing to consider flexible working or freelance arrangements.

SALARY: £38,000 - £42,000 depending on experience, with regular review, training and benefits.

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 well-over £70million 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 programmes.

Cause⁴ Values

- **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.

JOB PURPOSE

The Head of Development will help to manage a client portfolio, supporting clients with the development and implementation of 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.

MAIN RESPONSIBILITIES

Client delivery

- To deliver specific fundraising activities and development programmes across a portfolio of clients, including developing and leading strategies, and business plans, and leading on fundraising and marketing campaigns.
- To work with clients to effectively implement fundraising strategies, securing funding from statutory funders, Trusts and Foundations, individuals and corporate donors. This will include bid writing, setting up and running individual giving and corporate giving schemes and other fundraising work as needed.
- To support event development/running of fundraising events.
- Helping to identifying key fundraising prospects for clients.
- 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 and Philanthropy activities.

Expertise

- To develop and share expertise and networks in fundraising across *Cause4*'s key areas of fundraising, philanthropy and social enterprise.

Company Growth and Operations

- 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*.

KNOWLEDGE, SKILLS AND EXPERIENCE

- At least three years' experience of working in the charity sector and fundraising – with at least one year at Head of Development level, with experience of developing and implementing strategic documents. Specific expertise in capital fundraising would be beneficial, but not essential.
- Demonstrable commitment to *Cause4*'s values.
- A talented writer, able to draft applications and written material to a high level.
- Ability to think strategically to create programme and campaign solutions for clients and *Cause4*.
- Ability to consult widely to draw up effective programmes, synthesising complex information to come up with pragmatic solutions.
- An interest or expertise in one or more of our key disciplines of charity, arts, sport or education.
- 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.
- Ability to scan the charity sector for suitable opportunities, matching resources with skill.
- A strong team player, proactive in support of the development of staff.
- The ability to pay close attention to detail, manage deliverables and to meet deadlines.
- Ability to operate with diplomacy, tact and with high levels of confidentiality.
- Passionate commitment to the work of charities, social enterprises and philanthropy.

BENEFITS

- 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 a range of training courses to develop your skills.
- Regular reviews and feedback, working closely with the Director of Development and Enterprise to progress in your role against set objectives.
- Remote working and fully flexible working options between 8am and 7pm (40 hours per week). Note freelance arrangements will be considered.
- 30 days holiday a year inclusive of public holidays.
- 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 would welcome applications from people of all backgrounds. Our definition of diversity encompasses responding to issues around race, ethnicity, faith, disability, age, gender, sexuality, and socio-economic background. Should you require any adaptations to the process, in order to support you applying for the role please let us know.

To apply, please send your CV and a cover letter (no more than 1 side of A4) to Ben Wilson, Director of Development and Enterprise at ben.wilson@cause4.co.uk by 7th November 2025. If you have any questions prior to applying, please do get in touch with Ben directly.

Please include with your application a completed [equal opportunity form downloadable here](#).