

CAUSE4

DEVELOPMENT COORDINATOR

OPPORTUNITY

This is a fantastic opportunity to join *Cause4* as a Development Coordinator, giving you an in-depth insight into the charity sector, fast-track agency experience, building on your existing skills and spearheading your career.

SALARY

£25,000 Per Annum (with regular salary reviews linked to performance)

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 AND ALUMNI

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*.
- **Bloomsbury Football Academy:** A charity aiming to promote physical activity, mental stability, and skill development, supporting the lives of young people and addressing barriers to participation. *Cause4* has supported the charity with active fundraising, including the development of a Case for Support and successful applications to Trusts and Foundations.
- **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 is a fantastic training ground for individuals looking to build successful careers in the charity sector or consultancy practice, with employees going on to take up prestigious positions in renowned organisations, including recently Cancer Research UK, British Red Cross, the Cabinet Office, The Wellcome Trust, Fair Trade Foundation, and many more.

DEVELOPMENT COORDINATOR

As a Development Coordinator, you will build on your existing knowledge and skills to gain first-hand experience of *Cause4*'s entrepreneurial fundraising and development activities on behalf of charities, philanthropists and social enterprises.

Your 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.

Principle Responsibilities will include:

Strategy Development and Fundraising

- Preparing fundraising strategies and business plans, using sources of information provided and through conducting desk research.
- Developing a full understanding of individual profiles of specific clients within the portfolio of *Cause4* and use this to help develop Cases for Support and applications to funders.
- Conducting robust research into Trusts and Foundations, corporates, and individuals to establish relevant background information and potential for receiving approaches for funding.
- Drafting robust research papers and producing statistics and figures for inclusion in client documents, together with sets of measurable outcomes and evaluation methods.
- Developing corporate sponsorship presentations and individual collateral documents with support from Senior Management and other colleagues.

Programme Administration

- Supporting the administration of key programmes of work such as the Arts Fundraising & Philanthropy Programme, Heritage Compass, and the Trustee Leadership Programme.

- Taking responsibility for various course sales, managing an online course booking system via Eventbrite, preparing course materials, analysing course feedback, and liaising closely with charity representatives and course participants.
- Working collaboratively and effectively with key stakeholders, including funders, speakers, charity representatives and programme alumni.
- Creating evaluation reports, and the development and distribution of monthly e-newsletters and stakeholder updates.

General

- Managing day-to-day administration, including diary management, filing, liaising with key personnel, collating data, and conducting phone conversations or meetings where needed.
- Keeping 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.
- Providing the Chief Executive and other colleagues with specific pieces of research information when required.
- Taking part in training and attending any networking events as required, including potential out-of-hours events, to represent *Cause4* externally when required.
- Actively contributing 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.
- Contributing to *Cause4*'s overall business development when required, and being 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

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

- Some existing professional experience in fundraising, the charity sector, an agency, or an equivalent role where your skills can be transferred to the above responsibilities.
- 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.
- 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.
- Thrives on 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 a can-do attitude with a commitment to tackling multiple priorities.

BENEFITS

- Regular reviews and feedback, working closely with the Development Manager and Head of Development to progress in your role against set objectives.
- 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.
- Access to a range of training courses to develop your skills, including (but not limited to) modules on:
 - Application Writing
 - Corporate Fundraising
 - Individual Giving
 - Trustee Leadership
 - Marketing
 - Creative Enterprise
 - Arts Fundraising and Philanthropy
- 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.

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 12noon on the 1st December 2021. If you have any questions prior to applying please do get in touch with Naomi directly.