

## Job description

Senior Development Manager May 2024

### **Main purpose**

We're looking for a proactive and enthusiastic Senior Development Manager to identify new funding opportunities, develop high quality funding proposals that generate income for CSE's work in line with CSE's strategy and objectives. The successful candidate will nurture new and existing partner, client, and funder relationships.

### **Developing funding proposals and working with others**

You will be expected to:

- Work effectively with others and develop funding proposals for CSE projects.
- Lead the response to competitive Invitations to Tender, which require specific and timely response to a client's brief and the ability to highlight CSE's strengths and expertise.
- Support our development process by giving direction, supervision and support to all staff contributing to the development process.
- Work with delivery team and colleagues to set realistic project budgets, costing work accurately using CSE development and financial tools.
- Ensure effective set-up of projects and handover to project managers when a project bid has a successful outcome.
- Ensure appropriate quality checks are carried out on all proposals.

### **Supporting the delivery of our strategy**

- Support the Director of team and CSE's work programme leads in the development of new ideas and areas of work for our future fundraising plan.
- Work with the Head of the team and colleagues to evaluate and prioritise potential funding opportunities.
- Contribute to meeting CSE's quarterly development and income generation targets through timely submission of high quality and ultimately successful bids.
- Maintain and nourish existing external relationships - and develop new ones – that can support or enable achievement of CSE's strategic objectives and sharing these across CSE as appropriate.

### **Wider team role**

- Attend funding and sector events from time to time to collect information and represent CSE.
- Identify opportunities to improve CSE's services and project delivery to help meet strategic objectives and of our operating context and existing potential funding relationships.
- Potentially line manage and support other members of the core development team.

## Person specification

Requirements	Essential	Desirable
<b>Educational or Professional Qualifications</b>	Minimum Maths and English GCSE.	<ul style="list-style-type: none"> <li>Graduate degree level or equivalent qualification in a relevant discipline.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Extensive experience in a project development or fundraising role with a proven record of securing funding for projects and services.</li> <li>Experience of devising and developing new projects and writing proposals for a range of funders.</li> <li>Understanding of the community and voluntary sector.</li> <li>Familiarity with project management practices, processes, and systems.</li> <li>A commitment to CSE's work and charitable mission.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the community and voluntary sector.</li> <li>Experience of charitable and grant funding.</li> <li>Experience of working in the energy sector.</li> <li>Experience of service or product sales.</li> <li>Experience of corporate partnerships.</li> <li>Experience of managing projects and of wider fundraising approaches, e.g. crowdsourcing, social impact investment, major donors, public sector procurement.</li> </ul>
<b>Key Skills</b>	<ul style="list-style-type: none"> <li>The ability to construct clear and effective project proposals and tender documents including setting project budgets (covering staff time and direct costs) and scheduling work to achieve required outputs and outcomes.</li> <li>Excellent written and editing skills, with the ability to produce clear, concise, and stimulating text.</li> <li>Strong communication skills, with the ability to talk to a broad range of people in an appropriate manner.</li> <li>Good organisational and time management skills, including experience of working to deadlines.</li> <li>Good administrative skills, with attention to detail and a commitment to quality.</li> </ul>	
<b>Leadership or Supervisory Responsibility</b>		<ul style="list-style-type: none"> <li>Experience of line managing staff.</li> <li>Experience of mentoring or supporting others to gain</li> </ul>

		experience of fundraising or writing proposals.
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Proactive team player with the ability to motivate and support colleagues and partners when developing bids.</li> <li>• An enthusiastic nature that nurtures collaborative working when developing new ideas.</li> <li>• Self-motivated with a flexible attitude and a proven ability to manage own time and multitask (including experience of working to deadlines).</li> <li>• Energy justice and fairness are central to CSE's work – we need people who are empathetic to the challenges people and communities face on their journey to net zero.</li> </ul>	
<b>Special Aptitudes</b>	<ul style="list-style-type: none"> <li>• A general understanding of sustainable energy, fuel poverty and climate change.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of renewable energy and energy efficiency technologies and systems.</li> <li>• Knowledge of sustainable energy policy and practice and its relationship with social and environmental issues.</li> <li>• Knowledge of current technical, commercial, and regulatory developments in the UK energy system underpinning its transition to a smarter, near zero carbon system.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Competence with Office 365 programmes and apps including Outlook, Word, Excel, Teams, SharePoint and PowerPoint.</li> </ul>	