

# Senior Fundraising Manager Job Description

Role overview and key details	
Job Title	Senior Fundraising Manager
Department	Development & External Affairs
Salary Banding	Scale H (£43,349 to £51,92) With potential within the role to progress to Scale I (£47,508– £55,953). <i>Starting salary is expected to be at the lower end of the range with a precise level depending on skills, relevant experience, and qualifications.</i>
Hours/Shift Pattern	Full-time (1.0 FTE), 9:00–17:30, 37.5-hour week <i>(We would be open to requests for reduced hours, a minimum of 30 hours per week)</i>
Work/Location	CSE Office, with potential for hybrid working
Reporting to	Director of Development & External Affairs
About the role	
<p>This role is central to securing the funding that enables CSE to deliver its charitable mission - ending cold homes, enabling community-led climate action, and accelerating a just energy transition. You will lead and grow CSE’s fundraising programme across trusts and foundations, corporate partners, and individual supporters.</p> <p>You will work closely with the Head of Development and teams across the organisation to develop high-quality proposals and funding strategies aligned with CSE’s objectives. You will take a lead on trust and foundation fundraising and help shape our approach to corporate partnerships and individual giving. You will also nurture new and existing relationships with funders and partners and support other colleagues in the organisation to deliver collaborative, successful proposals.</p> <p>This is a strategic and hands-on role, ideal for someone who combines excellent bid writing and project development skills with an understanding of fundraising compliance, relationship management, and the ability to think creatively about income generation.</p>	
Key responsibilities	
<ul style="list-style-type: none"> <li>• <b>Fundraising and income generation</b> <ul style="list-style-type: none"> <li>• Lead the development and delivery of CSE’s charitable fundraising strategy across grant</li> </ul> </li> </ul>	

fundraising (especially trusts and foundations), corporate partnerships and individual giving.

- Identify and pursue funding opportunities that align with CSE's strategic priorities and contribute to quarterly income targets.
- Manage a healthy, forward-looking pipeline of prospective funders and donors, coordinating stewardship and follow-up across the organisation.
- **Proposal development and bid writing.**
  - Write and submit high-quality funding proposals, tenders and expressions of interest, collaborating with colleagues to shape compelling project ideas and narratives.
  - Ensure all proposals are aligned with CSE's values, mission and work programme delivery plans, and meet funder expectations and deadlines.
  - Develop complex bids and budgets for multi-year or multi-partner projects and support colleagues with smaller proposals and consultancy quotes.
  - Work collaboratively with external partners and subcontractors to develop joint proposals and build long-term relationships.
- **Partnership and relationship management**
  - Act as the fundraising lead for one of CSE's core delivery teams, helping identify funding needs and coordinating fundraising support.
  - Build and maintain strong relationships with new and existing funders, clients and strategic partners.
  - Represent CSE externally at funder meetings, sector events and networks, and contribute to new partnership opportunities.
- **Communications and donor engagement**
  - Design and deliver communications and engagement plans that showcase CSE's work to prospective funders and supporters.
  - Lead on individual giving campaigns and appeals, working with project and communications colleagues to grow individual giving.
  - Ensure timely, appropriate stewardship of funders and donors, in line with fundraising best practice and CSE's values.
- **Team leadership and collaboration**
  - Line manage development team colleagues, providing direction, support and opportunities for learning and growth.
  - Contribute to the refinement of internal systems and ways of working that support collaborative, efficient fundraising and proposal development.
  - Support a positive, inclusive and impact-focused team culture within the Development team and across CSE.
- **Compliance and continuous improvement**
  - Ensure all fundraising activities comply with GDPR, the Fundraising Regulator's Code of Practice and other relevant standards.
  - Keep up to date with fundraising trends and bring new ideas to strengthen CSE's fundraising strategy and delivery.
  - Contribute to organisational strategy and fundraising planning, including quarterly targets

and forward-looking development goals.

- Contribute to other development activity and organisational priorities as required.

## Working relationships and contacts

You will report to the Director of Development and External Affairs.

You will work closely with colleagues across the Development & Communications team, including the Head of Development, Head of Communications and other fundraisers.

You will collaborate regularly with senior leaders and delivery teams across CSE, including:

- Directors of team and work programme leads – to align proposals with delivery plans and strategic goals.
- Directors of team, work programme leads and project managers – to shape and support project development.
- Finance team – to help cost proposals and manage budgets.

You will line manage a Development Manager and a Fundraising Officer, supporting their development and contribution to CSE's fundraising work.

You will also develop and help maintain effective external relationships with:

- Charitable trusts and foundations.
- Corporate supporters and donors.
- Community and voluntary sector partners.
- Local authorities, funders and clients.
- National networks and collaborative initiatives.

## Place of work and other requirements

- This role is based at CSE's office in central Bristol.
- Hybrid working (typically 1–2 days per week from home) is available following a successful induction period, in line with CSE's hybrid working policy.
- Some occasional travel within the UK may be required to attend meetings, events or funder visits.
- You will be required to complete City & Guilds Energy Awareness training as part of your induction.
- You will attend our internal climate literacy training as part of your personal development.

Person specification	
Essential	
<b>Experience &amp; knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstratable experience of securing funding from trusts and foundations for projects of significant size and strategic importance to an organisation.</li> <li>• Proven ability to secure funding from a range of sources, including charitable trusts, corporate partners and individual giving.</li> <li>• Experience of writing successful funding proposals, tenders and bids for a wide range of funders, including public sector and research bodies.</li> <li>• Demonstrable experience of project development, including building funding propositions and working with internal and external stakeholders.</li> <li>• Experience of building and managing relationships with clients, funders and partners.</li> <li>• Knowledge of the community and voluntary sector.</li> <li>• Understanding of fundraising compliance, including data protection (GDPR) and ethical best practice.</li> </ul>
<b>Skills &amp; attributes</b>	<ul style="list-style-type: none"> <li>• Strong written and verbal communication skills, including the ability to write clear, persuasive proposals tailored to different audiences.</li> <li>• Ability to develop realistic project budgets and schedule activities to achieve outcomes.</li> <li>• Highly organised with good time management skills and the ability to manage multiple priorities and deadlines.</li> <li>• A collaborative and proactive approach to working with others across teams and departments.</li> <li>• Line management experience, with the ability to support others to perform well and develop their skills.</li> <li>• Good attention to detail and commitment to quality.</li> <li>• Confident using MS Office tools, including Outlook, Word, Excel and PowerPoint.</li> </ul>
<b>Values and motivation</b>	<ul style="list-style-type: none"> <li>• A commitment to CSE's mission and values.</li> <li>• Willingness to learn and engage with sustainable energy and social justice issues.</li> </ul>
Desirable	
<ul style="list-style-type: none"> <li>• Knowledge of sustainable energy policy and practice, and its links to social and environmental issues.</li> <li>• Experience of working in or with the energy or environmental sector.</li> <li>• Experience of developing or delivering social enterprise, products or services.</li> <li>• Experience of managing projects and collaborating with delivery teams.</li> <li>• Knowledge of renewable energy and energy efficiency technologies.</li> </ul>	

## Person specification

### Essential

- Understanding of the UK energy system and current developments in decarbonisation and smart energy innovation.

## Key competencies

### Personal effectiveness

- Able to plan and manage your own workload effectively, meet deadlines and take initiative.
- Comfortable balancing multiple priorities and adapting to changing circumstances.
- Brings a problem-solving mindset and a focus on continuous improvement.

### Communication

- Writes and speaks clearly, adapting tone and style for different audiences.
- Able to explain complex ideas simply and persuasively.
- Gives and receives feedback constructively and with care.

### Collaboration and leadership

- Builds strong working relationships with colleagues across teams and levels.
- Provides clear, supportive directions to line reports and project collaborators.
- Brings others into the process of developing ideas, funding propositions and project plans.

### Alignment with CSE values

- Demonstrates commitment to CSE's mission and charitable purpose.
- Reflects our values of collaboration, conscientiousness, initiative, and equity in daily work.
- Committed to inclusive practice and supporting a positive organisational culture.

## What success looks like in this role

This role is central to securing the funding that enables CSE to deliver on its mission - tackling fuel poverty, supporting community-led climate action and accelerating the transition to a just, zero-carbon society. Your work will help CSE grow its impact, diversify its income and develop strong, lasting relationships with funders and partners.

We are looking for someone who can take ownership of fundraising activity, help raise our profile externally, work collaboratively across teams, and develop high-quality, values-driven proposals that resonate with supporters.

In the first 6–12 months, success in this role might include:

- A clear and well-organised pipeline of trust, foundation, corporate and individual giving prospects, with timely stewardship in place.
- High-quality proposals developed and submitted in collaboration with delivery teams and in line with CSE's income targets.
- Positive and productive relationships built with colleagues, key funders and partners.
- Fundraising campaigns and appeals launched, with early insight into supporter response and potential.
- Development colleagues supported and confident in contributing to CSE's fundraising activity.
- Contributions made to strengthening internal processes, systems and collaboration around fundraising and project development.