

Job description

Fundraising & Development Intern

Main purpose

To support the Fundraising Manager and wider Development & Communications teams to grow sustainable income for CSE through high-quality prospect research, pipeline development, donor stewardship and fundraising support activities.

The postholder will play a key role in strengthening CSE's trusts and foundations pipeline, supporting public fundraising campaigns, maintaining fundraising systems and helping develop long-term funding opportunities that contribute to CSE's financial sustainability.

Specific responsibilities

Trust and foundation research

- Undertake desk-based research to identify and assess trusts, foundations and other grant-making organisations aligned with CSE's charitable objectives.
- Maintain accurate and up-to-date records within Beacon CRM, including funder information, research findings and next steps for engagement.
- Support the development of a robust and prioritised funding pipeline by assessing funder eligibility, strategic fit and application requirements.
- Support relationship mapping and identify opportunities to strengthen engagement with prospective funders.

Fundraising and proposal development

- Support the preparation of Expressions of Interest (EOIs), funding applications and funding proposals.
- Assist with gathering project information, impact data and organisational content from colleagues across CSE to support fundraising submissions.
- Draft funding summaries, case studies and other written content to support fundraising activities.
- Support the Fundraising Manager in implementing a long-term income diversification strategy for CSE's advice and support services.

Funder engagement

- Maintain accurate records of funder engagement and next steps within Beacon CRM.
- Support the coordination of introductory conversations and meetings with prospective funders and partners.
- Build confidence in participating in, and eventually leading, early-stage conversations with trusts and foundations under the guidance of the Senior Fundraising & Development Manager.
- Maintain accurate records of funder engagement, actions and next steps within Beacon CRM.

Public fundraising and donor stewardship

- Support the planning and delivery of CSE's annual Share the Warmth fundraising campaign.
- Work with fundraising and communications colleagues to create donor-focused content and supporter communications.
- Support donor stewardship activities through Beacon CRM and Mailchimp, including donor communications, acknowledgement processes and supporter journeys.
- Maintain accurate fundraising records and support reporting, tracking funding opportunities, donor engagement and key fundraising activities.
- Support the coordination of fundraising and development meetings, events and stakeholder engagement activities.

Working relationships and contacts

- The post-holder will report to the Senior Fundraising & Development Manager.
- The post-holder will work closely with colleagues across the Development & Communications teams.
- The post-holder will develop effective working relationships with project managers and subject matter experts across CSE to gather information required for fundraising activities.
- The post-holder will have contact with external funders, trusts, foundations, donors and partner organisations as required.

The responsibilities of this post and reporting structure will be periodically reviewed.

Place of work and other requirements

This role may require a standard DBS check.

This post is based at the CSE office in Bristol.

All CSE staff are required to undertake City & Guilds Energy Awareness training.

Person specification

Requirement	Essential	Desirable
Educational and professional qualifications	GCSE/O-Level Maths and English (or equivalent).	Degree (or working towards a degree) in a relevant discipline such as fundraising, business, communications, marketing, social sciences, sustainability, environmental studies or a related subject.
Experience	Experience of undertaking desk-based research. Experience producing clear, accurate and high-quality written outputs. Experience of organising information and maintaining accurate records. Experience working to deadlines and managing competing priorities.	Experience within a fundraising, business development, sales, communications or charity environment. Experience researching trusts, foundations or other funding opportunities. Experience supporting funding applications, bids, grant proposals or Expressions of Interest (EOIs). Experience using CRM or database systems. Experience supporting fundraising campaigns, donor communications or supporter engagement activities. Experience using Beacon CRM, Mailchimp or similar platforms.

Skills and abilities	Strong research skills and the ability to gather and organise information from a range of sources. Excellent written communication skills with the ability to produce clear and accurate written content. Excellent attention to detail and commitment to producing high-quality work. Strong organisational skills and the ability to manage multiple tasks and deadlines. Ability to work independently, use initiative and take ownership of tasks. Ability to build positive working relationships and collaborate effectively with colleagues. Willingness and ability to learn new systems, processes and fundraising approaches quickly.	Ability to assess and prioritise funding opportunities using defined criteria. Ability to analyse and present information clearly to support decision making. Understanding of trusts and foundations fundraising. Understanding of donor stewardship and supporter engagement principles. Experience conducting prospect screening, prospect qualification or funder research. Confidence communicating with external stakeholders and supporting relationship-building activities.
Technical skills	Competence using Microsoft 365 applications, particularly Excel, Word, Outlook, Teams and SharePoint. Ability to maintain accurate databases, records and reporting systems. Confident working with spreadsheets and analysing information.	Familiarity with Beacon CRM. Familiarity with Mailchimp or other email marketing platforms. Experience using CRM, fundraising or project management systems.
Personal attributes	Curious and proactive, with an interest in learning about organisations, funding opportunities and relationship development. Strong commitment to collaboration and supporting colleagues. Self-motivated with a positive and flexible approach to work.	Interest in fundraising, grant-making, philanthropy or charity development. Interest in sustainable energy, climate action, social justice or related policy areas.

	Commitment to CSE's charitable mission and values. Ability to take ownership of tasks and follow them through to completion. Professional, dependable and trustworthy in handling information and relationships. Empathy for the challenges faced by people and communities experiencing fuel poverty, financial hardship and other barriers to achieving a fair transition to net zero.	Confidence communicating with external stakeholders and representing an organisation professionally.
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Development opportunities

The successful candidate will gain practical experience in:

- Trust and foundations fundraising.
- Prospect research and pipeline development.
- CRM management and fundraising systems.
- Grant writing and proposal development.
- Donor stewardship and supporter engagement.
- Cross-organisational stakeholder engagement.
- Strategic fundraising and income diversification planning.

The role is designed to provide significant practical fundraising experience and exposure to a wide range of charitable income generation activities.