
JOB DESCRIPTION

Job Title: Adviser – Charities Expert

Grade: D

Department: Giving and Impact Services, Impact Accelerator

Main purpose of job:

Deliver and develop high-value consultancy work with CAF's charity clients. Support Senior Advisers in developing business with corporate, public sector, charity and private clients and help deliver the wider Impact Accelerator strategy.

Responsible to: Senior Adviser

Budgetary responsibilities: Contribute to budgeting for multi-year programmes and projects.

Responsible for: TBC

Key Job Responsibilities:

- Contribute to the implementation of CAF's strategic consultancy work and the delivery of the Advisory team's strategy in the context of the broader Impact Accelerator.
- Proactively support Senior Advisers in the development of the business development strategy with corporates, private clients, charities/social purpose organisations, public sector and trust and foundations
- Responsible for day-to-day project management and delivery of high-quality assignments to clients.
- Deliver advisory work for charity clients on strategy, fundraising, governance, impact or other areas of need
- Act as a key source of expertise for charity clients in fundraising, in major donor, individual fundraising or corporate partnerships.
- Responsible for production of quality proposals in response to business leads.
- Contribute to the retention and growth of CAF's advisory clients. Expand existing clients through effective client management - focus on multi-year, multi service contracts that combine advisory, grantmaking and social investment expertise.
- Work closely with colleagues in the Impact Accelerator to ensure development and delivery of comprehensive client offering as well as identifying synergies with other teams.
- Work with colleagues in the UK and across the CAF global network to maximise opportunities and to share learning and best practice.

- Promote CAF externally as a thought leader, ensuring that the opportunities to provide services are maximised and that CAF is seen as a partner of choice.

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

Date: July 2025

PERSON SPECIFICATION

Job title: Adviser

Attributes	Essential ✓	Desirable ✓	How Evidenced ⁺
Experience <ul style="list-style-type: none"> Strategic experience of developing strategic and fundraising plans for charities Proven track record in delivering advisory/consultancy on strategy or fundraising. Experience advising foundations, individual philanthropists, charities, corporates or public sector Experience of leadership role in organisations/programmes Experience of advising clients on philanthropy, sustainability, fundraising, strategy, research, governance, impact measurement, ESG, theory of change, programmatic design and/or practice. Proven experience of budgeting, reporting and analysis Project management experience 	✓ ✓ ✓ ✓	 ✓ ✓ ✓	A/C
Qualifications <ul style="list-style-type: none"> Degree standard Relevant advanced degree or professional qualifications in impact measurement / fundraising 	✓	✓	E
Training <ul style="list-style-type: none"> Leadership/Management Project Management Strategic management skills Financial management skills Negotiating/influencing skills Coaching/mentoring skills 		✓ ✓ ✓ ✓ ✓ ✓	A/E
Specialist Skills/ Ability/Knowledge <ul style="list-style-type: none"> Strong analytical skills Strategic vision: ability to formulate and lead on strategies and plans Knowledge of latest best practice in philanthropy, fundraising, governance, strategy, impact measurement Ability to lead and inspire cross-functional teams to deliver business results. Expertise in key cause areas, particularly areas that are traditionally underfunded. 	✓ ✓ ✓	 ✓	A/C/T
Communication <ul style="list-style-type: none"> Excellent written, verbal and presentation skills Comfortable presenting at board level of major charities, companies and trusts and foundations, and to major 	✓ ✓		A/C/T

UHNW and media figures. • Strong interpersonal skills	✓		
Personal Qualities <ul style="list-style-type: none"> Results driven Clear strategic thinker Proactive problem solver Ability to lead and inspire others Ability to prioritise own work according to wider CAF objectives Self-motivated, energetic and enthusiastic Keen eye for detail 	✓ ✓ ✓ ✓ ✓ ✓		A/C
Special Conditions			C
Prior to Appointment All posts: <ul style="list-style-type: none"> Credit Check Dow Jones Check Basic DBS Check Employment References Medical Clearance Right to Work in the UK FCA Approved Posts: <ul style="list-style-type: none"> Standard DBS Check 	✓ ✓ ✓ ✓ ✓ ✓ ✓		R/E

✓ Tick either the Essential or Desirable column as appropriate for each attribute

† Insert the code from the key below for how you intend to assess this requirement e.g. at interview, via references etc.

Key

R = References, E = Evidence/Certificates, A = Application, C = Competency Interview, T = Testing/Assessment