



## Job description

**Job title:** Partnerships Executive  
**Department:** Fundraising & Development  
**Reporting to:** Director of Fundraising & Development

### Our charity:

The Mix is a free, confidential support service for under 25s - making a massive difference to over two million young people in the UK each year. Whatever issue a young person is facing, The Mix is always there for them - online, over the phone or via social media. It connects young people to experts and their peers to talk about everything from money to mental health, from homelessness to jobs, from break-ups to drugs.

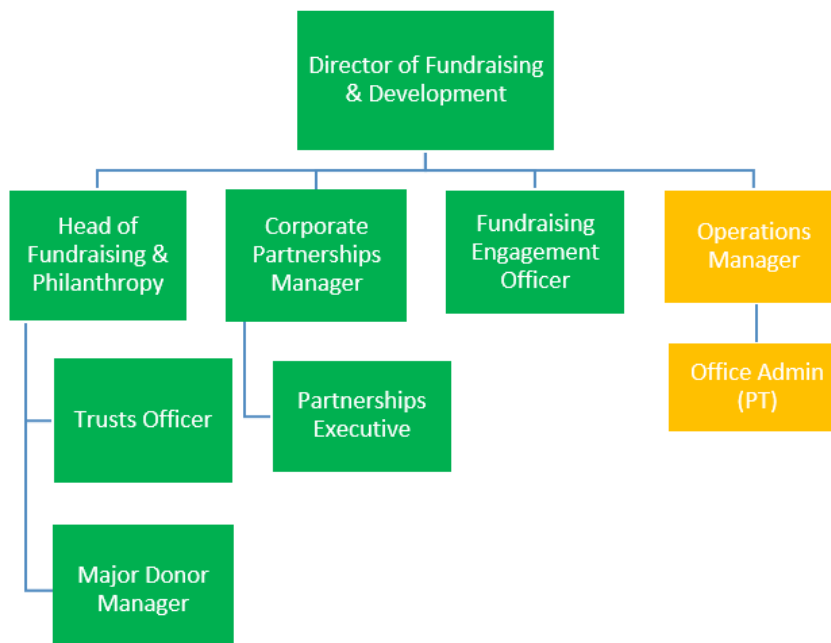
We are one of the eight charities forming the Duke and Duchess of Cambridge and Prince Harry's Heads Together campaign to end stigma around mental health and will continue to work with them on raising awareness and providing vital help for people with mental health challenges. We work on high profile campaigns to change attitudes and raise awareness with the likes of Daniel Radcliff, Lady Gaga, and most recently Russell Brand. We work with TV shows like Hollyoaks to help young people understand sexual consent and big brands like River Island, V05, Dixons Carphone and Lloyds Bank on everything from mental health, to money and masturbation.

Today's young people face an unprecedented range of challenges. They are possibly the first generation worse off in physical and emotional terms than their parents. The Mix's mission is to ensure that every young person can make informed choices about their wellbeing – wherever and whenever they are: [www.themix.org.uk](http://www.themix.org.uk)

We've looking for someone to join our fundraising and development directorate as our **Partnerships Executive**.

### The fundraising and development directorate:

The fundraising and development directorate is made up of:



The team raised £2.1million last year (2016/2017) and is on track to raise £2.2million this year (2017/2018). The team focuses on core and unrestricted income where possible and over the past 18 months we have prioritised long-term strategic funders and partners. The team is made up of a group of enthusiastic and experienced experts who manage their own functions and work collaboratively across the charity to develop projects with the service's teams and our network of young people.

To find out more about the people in our brilliant team you can visit:

<http://www.themix.org.uk/about-us/staff>

### **Overall purpose of the job:**

You will work with the team to develop new long term commercial relationships, build networks and work with key stakeholders to create exciting, innovative and sustainable income generating projects for The Mix. You will support the growth of our portfolio of partners and commercial relationships. You will help create new commercial opportunities for the charity and you will support the expansion of our existing new business programme. You will work closely with partners to increase their engagement and grow our income. You will steward partners to become closer to the cause and become passionate about our work. You will support partners to become advocates of our cause.

### **Key areas of responsibility:**

- To work with the fundraising and development team to deliver the strategy for key income streams for The Mix including: corporate partners, commercial entities, charities, government and local authorities.
- To work with staff from across the charity to research, identify and create exciting funding opportunities from The Mix's wide range of projects and programmes.
- To support the team to identify, create and secure opportunities for new and non-traditional revenue streams and sources for The Mix in line with our strategic priorities.
- Working with the team and external partners to investigate and deliver solutions to generate income through consultancy which utilise The Mix's digital services and our expertise in working with young people.
- To work with the team to ensure that proposals, bids and applications to potential partners that are exciting, innovative and professionally presented.
- To ensure effective prioritisation of proposals and pitches in a timely and effective manner in line with organisational priorities.
- To ensure partners are appropriately stewarded and thanked.
- To ensure all contacts and proposals are properly monitored and recorded and success rates tracked through The Mix's financial systems and Salesforce.
- To keep abreast of and share developments in corporate and commercial fundraising.
- To do other related duties to this role, as required.

## Person Specification:

### *Essential*

- An interest in income generation from corporate and/or commercial sources.
- Good people skills, adaptable and flexible in manner and approach
- Good planning, problem solving and organisational skills.
- Great written and verbal communication.
- Ability to work on own initiative and as an active team member.
- Ability to work under pressure and in a fast-paced environment.
- Ability to take risks and learn from mistakes.
- A passion for working with young people.

### *Desirable*

- Experience and/or understanding of other fundraising income streams.
- Experience working with Salesforce, or similar Fundraising database.
- Interest and/or enthusiasm for using digital for good.
- An understanding of safeguarding, confidentiality and safe working practices.

## Terms and conditions

<b>Salary:</b>	Up to £25,250 per annum (depending on experience)
<b>Contract:</b>	Permanent
<b>Location:</b>	The Mix, 30 Binney Street, London W1K 5BW
<b>Pension</b>	1% employee contribution secures 3% employers' contribution to stakeholder pension scheme.
<b>Hours:</b>	This post is full time Monday to Friday with 35 working hours a week. Occasional evening and weekend work will be required for which time of in lieu will be given.
<b>Annual leave:</b>	You will be entitled to 35 days of holiday pro rata, which includes the 8 Statutory Bank Holiday during each year.
<b>Benefits:</b>	Flexible and remote working available Childcare vouchers Eyecare vouchers Life assurance Weekly staff socials, plus Summer and Christmas Party Colleague of the month – awarded half a day extra annual leave Central London location Clinical supervision offered for front line services staff Coaching Environment Learning, development and training options