

Recruitment

**Partnerships Manager**



# About The Mix

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.

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/)

The Mix is at an exciting point, where the Development Team is rapidly expanding to meet supporter demand. The team is looking for an experienced Philanthropy Manager to help develop a wide range of potential supporters to join us providing life changing and life saving services to young people. This is a great opportunity to shape and contribute to effective fundraising practices at The Mix.

# Vision, Mission and Values

**What we do:** The Mix is here to take on the embarrassing problems, weird questions, and please-don’t-make-me-say-it-out-loud thoughts that people under 25 have in order to give them the best support through our digital and phone services.

**Vision:** To be the first point of contact for under 25s. We know that with the right skills and opportunities, you can take on anything that life throws your way.

**Mission:** To empower everyone under 25 in the UK with the knowledge, skills and confidence to make the right first steps in life. Life is hard, but support doesn’t have to be.

**Values:**

* **Empowering** - we lead, we train & support, we respect, we give space to grow, we give power to chose
* **Brave** - we innovate, we pioneer, we take risks, we tell it how it is
* **Supportive** - we listen, we encourage, we care, we’re understanding, we are empathetic
* **Collaborative** - we are open & transparent, we co-create, we respect, experience & expertise
* **Proactive** - we create situations, we make things happen, we get things done
* **Non-judgemental** - we do not judge, we do not criticise, we do not blame

# Job Description

**Job title:** Partnerships Account Manager

**Reporting to:** Head of Fundraising

**Department:** Fundraising and Development

**Overall Purpose of the job:**

To manage the overall delivery of existing contracts with funders and supporters.

To identify, create and implement new partnerships.

This role will be instrumental in delivering a high value and innovative long-term strategic partnerships with a number of funders including NOW TV, TOMS, Schuh and Experian.

**Key areas of responsibility:**

* Establishing and developing appropriate relationships with individuals to grow income for the charity year-on-year. Forging new networks and funding relationships.
* Work across the charity, with the service delivery, marketing and communications and volunteer teams to collaboratively deliver on impactful projects and commitments in new and existing partnerships that meet the strategic organisational priorities and to maximise the value of partnerships.
* Working with the whole fundraising and development directorate to identify and manage new partnerships - through compelling proposals, creative pitches and appropriate applications.
* Lead on the day-to-day management of our existing portfolio of funders, including delivering to timelines and budgets and managing meetings.
* Completing reports and proposals as necessary.
* To have a focus on business development within existing partnerships, introducing new fundraising ideas, events and activities into partnerships to increase income, engagement and longevity of partnerships.
* To provide partners with ongoing engagement and education about and provide volunteer opportunities.
* To undertake specific fundraising projects and activities and any other duties related to this role as required.
* To ensure that all partnership projects are managed on time, on budget and to the agreed quality.
* Recruit and line manage the Fundraising Administrator, who will work across the fundraising team to provide support where necessary.

## Person Specification

We are looking for a dynamic individual with a real passion and enthusiasm for helping young people to improve their lives. *Essential*

* Proven experience of successfully managing large, high-value strategic partnerships or projects in the charity sector.
* Excellent communication skills combined with strong organisational and relationship building skills.
* Experience of working collaboratively as part of a team and bringing people together across all functions at small and large organisations.
* Good planning and prioritisation skills to manage a varied and pressurised workload.
* Proven track record of spotting new opportunities and delivering creative solutions to overcome obstacles and enhance results.
* Proven track record of delivering high value partnership projects, on time on budget and to the agreed quality.
* Good financial acumen and reporting.
* Experience of successful account management.

### Desirable

* Experience working with Salesforce and Office 365.
* Experience of youth sector/young people’s charities.
* Line management experience.

### Attributes

* Delivery-focused, self-motivated and ability to plan workload.
* Good at building rapport.
* Ambitious, motivated and resilient.
* Self-starter: able to find opportunities and develop them.
* Good verbal and written communication and team player.

## Terms and Conditions

**Salary:** Up to £39,000, depending on experience

|  |  |  |
| --- | --- | --- |
| **Contract:** | | Permanent |
| **Location:** | | Hybrid working - Office based in Central London (Old Street) with flexibility to work from home |
|  | |  |
| **Pension** |  | 4% employee contribution secures 4% employers’ contribution to stakeholder pension scheme |
| **Hours:** |  | This post is full time with 35 working hours a week. Occasional evening and weekend work will be required for which time of in lieu will be given. |
| **Annual leave:** |  | You will be entitled to 35 days of holiday pro rata, which includes the 8 Statutory Bank Holiday during each year. |

**Benefits:**  Flexible and remote working available

* Eyecare vouchers
* Life assurance
* Employee Assistance Programme
* 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
* Learning, development and training options

## How to apply

- To apply, please include a short summary of relevant work experience (up to 500 words) and an up-to-date CV.

## A group of people wearing clothing Description automatically generated with low confidence

## Social Media

Have a look at our social media

