



**Partnerships Manager
Applicant Pack**

Applicant Pack | Partnerships Manager

Salary: £30k - £34k per annum FTE

Contract type: Permanent

Location: Hybrid/London (minimum 2 days a week in the London office)

Work Pattern: Full-time

Reporting to: Head of Impact (Katie Miller)

To submit your application, please submit your CV and a covering letter to careers@mission44.org **by midnight on October 4th**. Your covering letter should outline:

- Your motivations for applying to Mission 44
- How this role fits into your career plans
- Experience (professional, voluntary or lived) that makes you a great fit for this role in line with our values and the criteria outlined in this job description.

CEO Introduction

Thank you for your interest in joining Mission 44. We're building a hugely exciting organisation and the whole team is inspired by the extraordinary potential we have to change lives for the better.

Mission 44 exists to make a difference: our purpose is to have a lasting positive impact on young people from underserved communities, who have for decades been the least supported and least socially mobile cohort. Over the past three years, COVID lockdowns, economic volatility and the lasting disruption to their education has significantly exacerbated this already inequitable situation, and we don't underestimate the size of the hill we have to climb. But we're here to walk alongside young people, working with and for them to make a step-change in their lives.

We are incredibly fortunate to have the encouragement and support of Sir Lewis Hamilton, whose personal pledge laid the foundations for our work, and whose vision we are working to deliver. Mission 44 will be a profoundly effective, impact-led place to do great work: we're building an organisation that's diverse, dynamic and collaborative. We're determined that the time you invest with us will enable you to grow personally, as well as offering the huge professional satisfaction of delivering concrete and lasting change.



If this sounds like the right fit, we'd love to hear from you.

Jason Arthur, Chief Executive

About Mission 44

Established by Sir Lewis Hamilton in 2021, Mission 44 is a charitable foundation working to build a fairer, more inclusive future in which every young person can thrive. The charity supports bold organisations, leaders and ideas to reimagine the future and transform the lives of young people from underserved communities.

Through grantmaking, research and advocacy, Mission 44 is focused on building a more inclusive education system, supporting progression into STEM careers and empowering young people to be changemakers. You can find out more information in [this presentation](#).

Given the global reach of Sir Lewis, and the common challenges faced by young people from underserved communities around the world, Mission 44 aims to evolve into an international organisation over the next two years.

About the Role

We are looking for a new Partnerships Manager to join our organisation, playing a key role supporting the Head of Impact in developing and delivering our progressive grant-making programmes in line with our [Grant-Making Policy](#). This is an exciting and busy time to be joining Mission 44 as we continue our start-up journey and deliver on a strategy with collaboration at its core.

In this role you will be responsible for building and managing strong and effective working relationships with a range of partners through our grant-making functions. You will support Mission 44 to build an exciting portfolio of funded partners aligned with our organisation goals. Your role will involve every aspect of the grant-funding and partnership lifecycle; from identifying to managing a pipeline of new funded partners. Working alongside these funded partner organisations, our Youth Advisory Board and the wider Mission 44 team you will also support the delivery of our approach to grant-making that seeks to build the capacity of funded partners and share learning to drive change for young people from underserved backgrounds.

This role will require an outstanding communicator, with an understanding of relational grant-making and ability to collaborate with a wide range of stakeholders to achieve aligned goals.

Working at Mission 44

Our team

The Mission 44 team currently has 17 employees with recruitment of a further 4 employees planned this financial year. The team is currently organised into three directorates: Impact, focused on grantmaking and research, External Relations, focused on communications and fundraising, and Operations.

Diversity at Mission 44

We offer a working environment that values and respects every individual's unique contribution. We want to attract the broadest range of talented people and are committed to equality of opportunity and anti-discrimination practices. We positively encourage applications from all sections of society and are particularly interested in attracting applications from candidates from diverse and underrepresented groups.

Our values

Everything we do at Mission 44 is guided by our five core values.

- We are **brave**: with an ambitious sense of possibility, we focus on where we can drive systemic change.
- We are **collaborative**: we build partnerships and coalitions to solve problems and make change happen.
- We are **curious**: we are evidence-led and continuously learning how best to grow our impact.
- We are **inclusive**: we put equity at the heart of everything and amplify the voices of the underrepresented.
- We act with **integrity**: we are honest and transparent, and build trust-based relationships.

Benefits at Mission 44

YOUR TIME OFF



HOLIDAYS

Enjoy 28 days annual leave, plus a day for your birthday



SUMMER FRIDAYS

We finish every Friday at noon in August



VOLUNTEER DAYS

Unlimited volunteering leave, as agreed with your manager

YOUR WELLBEING



STAY ACTIVE

Use our cycle-to-work scheme and free gym access



STAY HEALTHY

Optional health insurance and access to an EAP



STAY WELL

Wellbeing allowance to spend in whatever way works for you

YOUR FUTURE



PENSION

Save for retirement with our generous pension package



DEVELOPMENT

Professional development budget of £1k



FAMILY LEAVE

Competitive parental leave package

Roles and Responsibilities

Grant Making

- Support the delivery of innovative grant-making programmes incorporating collaborative and participatory practice.
- Identify and support potential funded organisations through the entire grant-making process, building and maintaining strong relationships.
- Using sound reasoning and judgement, write detailed reports on proposals for funding for Board meetings and other funding-related meetings.
- Acting as the main point of contact for funded partners, manage payment schedules and progress reports adopting a relational approach to grant management.
- Act as the key point of contact between funded partners and the Mission 44 team, connecting communications teams, evaluation and research, fundraising teams as needed to maximise support for partners and success of their projects.
- Analyse data and assemble grant reports for internal and external stakeholders.
- Support the development and maintenance of a grants database on Salesforce, ensuring it is up to date and accurate.

- Proactively support efforts to address any under-representation across the grants portfolio, working collaboratively with internal and external stakeholders.
- Configure and modify grant making forms, processes, and workflows to support new program initiatives, partnerships and process changes. Support the coordination of activities and events related to funded partners including but not limited to convening roundtables, events hosted for young people and participation of our Youth Advisory Board in events.

Capacity Building and Learning

- Build and maintain strong relationships with a range of internal and external stakeholders in support of our collaborative grant-making and continuous learning approach.
- Stay connected to the key issues affecting young people facing disadvantage and discrimination, and ensure our funding programmes are informed by the latest evidence, research and the views of young people
- In support of our 'Funder Plus' model of grant-making, manage relationships with a network of supporters that can help build the capacity of our funded partners through workshops, webinars, publications and other learning activities.
- Support Mission 44's research and advocacy function, collating and sharing learning from across our funding portfolio to inform strategy and programme development.
- Identify opportunities to collate and share learning across the Mission 44 team, to influence and inform our future grant making and organisational strategy.

About You

Skills and experience

Essential

- Experience of working with a relational grantmaking foundation, either as a grantmaker or as a fundraiser.
- Proven experience of building and maintaining strong relationships with a range of internal and external stakeholders.
- Proven experience of interpreting and analysing information to inform your judgement.
- Experience of using a database or other software systems to manage and analyse data.
- Excellent written communication skills.

- Excellent time management skills with the ability to manage multiple projects with competing deadlines.

Desirable

- Experience of grantmaking or fundraising with trusts and foundations
- Experience working in the non-profit, education, youth employment or youth sector
- Knowledge of participatory models of grant-making and/or participatory research.
- Experience in organising and running events

Personal Qualities

To be successful in this role, the candidate will need to be:

- Passionate about supporting and empowering young people from a diverse range of backgrounds to flourish and succeed
- Flexible and creative; you thrive in a dynamic organisation
- Committed to embedding the values of equity, diversity and inclusion in everything that you do
- Highly collaborative; your default is to work in a cooperative and supportive way
- Adept at building and maintaining relationships with a wide range of stakeholders
- Enjoys managing multiple projects on parallel and competing deadlines.
- Able to work independently, displaying strong initiative in solving day-to-day problems
- Able to role model Mission 44's values and bring them to life in all of your work

