Applicant Pack | Senior Events and Engagement Manager

Salary: £40,000 per annum
Contract type: 2 year Fixed-Term Contract with possibility to extend
Location: Hybrid; minimum two days per week in the London office, but negotiable
Work pattern: 1.0 FTE, 37 hours per week with the opportunity for flexible working hours
Reporting to: Head of Fundraising

To submit your application, please submit an anonymised CV and a covering letter (remove identifying details such as name, address, photos) to careers@mission44.org by midnight on 12 March. Please ensure to add your name and contact details at the end of the email. Your covering letter should outline:

- Your motivations for applying to Mission 44
- 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.
- How this role fits into your career plans

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 facing social injustice, who have for decades been the least supported and least socially mobile cohort. Over the past four 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 aims to 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 future in which every young person has the power to succeed. 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 passionate and driven special events professional to join a growing and fast-paced charitable foundation to help deliver its aims and objectives. The successful candidate will play a central role in designing and delivering a best-in-class programme of events that supports our ambitious fundraising and engagement goals, supporting Mission 44 to raise vital funds for our work in the UK and internationally. The successful candidate will have demonstrable experience and expertise of project managing successful fundraising events, including private dinners, conferences and hospitality events.

This role will play a vital part in enhancing current events and introducing new events into our portfolio and will lead and expertly manage a comprehensive portfolio of annual UK and international events that aim to cultivate prospective funders, ranging from philanthropic individuals, to prospective corporate and foundation partners, as well as stewarding existing funders ensuring that all audiences are brought closer to our work in a compelling way. It’s an exciting time to join an ambitious organisation that's committed to creating real social change for young people experiencing social injustice and our events programme is a critical platform in allowing us to achieve our goals.
Working at Mission 44

Our team

The Mission 44 team has grown fast over recent months and currently has 21 employees. The team is organised into three directorates: Impact, focused on grantmaking and research, External Relations, focused on communications and fundraising, and Operations, supporting the organisation to function effectively and achieve our goals.

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

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<thead>
<tr>
<th>YOUR TIME OFF</th>
<th>YOUR WELLBEING</th>
<th>YOUR FUTURE</th>
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<tbody>
<tr>
<td><strong>HOLIDAYS</strong></td>
<td><strong>STAY ACTIVE</strong></td>
<td><strong>PENSION</strong></td>
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<tr>
<td>28 days annual leave, plus a day for your birthday</td>
<td>Use our cycle-to-work scheme and free gym access</td>
<td>Save for retirement with our generous pension package</td>
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<td><strong>SUMMER FRIDAYS</strong></td>
<td><strong>STAY HEALTHY</strong></td>
<td><strong>DEVELOPMENT</strong></td>
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<td>We finish every Friday at noon in August</td>
<td>Optional health insurance and access to an EAP</td>
<td>Professional development budget of £1k</td>
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<tr>
<td><strong>VOLUNTEER DAYS</strong></td>
<td><strong>STAY WELL</strong></td>
<td><strong>FAMILY LEAVE</strong></td>
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<td>Unlimited volunteering leave, as agreed with your manager</td>
<td>Wellbeing allowance to spend in whatever way works for you</td>
<td>Competitive parental leave package</td>
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### Responsibilities

- Meet annual income targets for Mission 44 events both in the UK and globally.
- Expertly plan, project manage and deliver our events to the highest possible standard - overseeing the event life cycle from inception to evaluation, working with internal and external stakeholders to ensure they are ‘taken on the journey’ to maximise success.
- Develop 3 year vision for Mission 44 Events to align with the wider Fundraising and Impact Strategy and wider vision, mission and values – developing and refreshing our portfolio, in line with giving trends, to appeal to our audience and chime with the objectives and brand values of the organisation.
- Champion inclusivity in our events, ensuring the range of events on offer appeals to diverse audiences and champion youth voice at the centre of all our engagements in line with our brand values.
- Lead on evaluation and improvement of Mission 44’s supporter journey for our corporate partners, participants and event sponsors– overseeing and advising on stewardship.
- Report on key results and KPIs, ensuring that activities are in line with objectives, and produce quarterly reports that evidence performance against annual targets for use at SLT and Board meetings.
- Lead and advise on the introduction and development of new events to our portfolio, researching giving trends, successful charity events, and make recommendations to the Head of Fundraising.
- Work closely with the Comms Team to ensure events meet our brand and marketing objectives and to collaborate when developing online and offline materials, social media content and newsletters to help promote our events to specific audiences.
- Coordinate and support on securing sponsorship for Mission 44 Events, working with colleagues in the Fundraising Team to make targeted approaches – as well as conducting new business research to develop a pipeline of prospective sponsors.
- Manage the selection and appointment of all consultants, contractors and suppliers delivering services in partnership with or on behalf of Mission 44 Events – evaluating on a regular basis and running procurement processes where necessary.
- Be accountable for managing expenditure in line with a budget – with support from the Head of Fundraising.
- Ensure data and income from events is recorded on our CRM (Salesforce) swiftly and accurately, ensuring we can provide impact reports for our supporters, say thank you and demonstrate the difference their support has made.

**About You**

**Skills and experience**

**Essential**
- Proven experience of project managing bespoke fundraising events from conception to evaluation
- Proven experience managing special events for major donors and corporate donors
- Excellent track record, and evidence of delivering income growth through event fundraising.
- Demonstrable experience in introducing and developing new events - driving these to success.
- Intuitive understanding of how to deliver complex events in an efficient and organised fashion.
- Understanding of stewardship and supporter journey – experience of improving the donor experience and/or developing a partnership via event participation.
- Experience of managing a wide range of senior stakeholders and external suppliers with demonstrable knowledge of working with event venues in delivering health & safety, catering and production requirements, registration systems, sponsor requirements, AV technology, supporting high-profile talent, staff and volunteers.
- Experience of delivering against financial and non-financial KPIs
- Experience of working cross departmentally

**Desirable**
- Good understanding of legal requirements relating to fundraising and best practice for event management.
- In conjunction with others, experience of developing marketing materials.
- Experience of event management outside of the UK.
- Experience of recruiting, managing and motivating volunteers
- Experience of working with young people and ensuring events are in line with Mission 44’s safeguarding policies
Experience of working with high profile guests and their respective teams

Personal Qualities

- Passionate about supporting and empowering young people from a diverse range of backgrounds to flourish and succeed.
- Proactive and focussed on successful execution of tasks, flexible and creative; you thrive in an evolving and dynamic organisation.
- Highly collaborative with excellent interpersonal skills; your default is to work with others to deliver results.
- Able to work independently, displaying strong initiative and resilience in solving day-to-day problems with limited direction.
- Committed to embedding the values of equity, diversity and inclusion in everything that you do.
- Strong personal commitment to learning and improvement.
- Motivated to stay up to date on best practices and models within fundraising.