

## Partnerships Officer

<b>Reports to:</b>	Communications Manager
<b>Location:</b>	West London – currently operating an agile working policy with a minimum of two core days (Tuesday and Thursday) in the <u>office</u>
<b>Contract:</b>	Permanent
<b>Pattern:</b>	Full-time – 37.5 hours per week
<b>Salary:</b>	£30,000 to £35,000 per annum (dependent on experience)

### **About Martingale**

[Martingale Postgraduate Foundation](#) (Martingale) exists to fund and support the next generation of STEM leaders. We believe that family income should not be a barrier to the pursuit of excellence, and our programmes focus on supporting students from low socioeconomic backgrounds.

Martingale's flagship programme is the Martingale Postgraduate Scholarship, which supports students from low-income backgrounds to pursue and excel in postgraduate degrees, by providing:

- A fully-funded Living Wage Scholarship to pursue a one-year Masters degree or a four-year PhD
- All tuition fees and research expenses, including a tax-free stipend for living costs
- Tailored support to apply for Martingale courses at our [partner universities](#)
- Access to Martingale programmes, including leadership training and connections with top academic and industry professionals
- Membership of a pioneering community of future STEM leaders

In the first 18 months since Martingale was launched, we have recruited 50 Scholars to undertake postgraduate degrees across our eight partner universities and committed over £4m in Scholarships. We are looking to expand into new subjects in the near future and devise new interventions to improve social mobility in postgraduate education longer term.

As Partnerships Officer, you will work collaboratively with the Chief Executive and the Communications Manager, as well as consultants and Martingale Ambassadors. Martingale works with a broad range of partners, supporters and collaborators to ensure our work is impactful and targeted.

You will lead on managing our partnerships with charities and other organisations and help Martingale to grow major donor income streams by supporting the development of new and existing relationships. You will be responsible for identifying, researching and cultivating new potential funders, including contributing to their ongoing stewardship.

We are seeking an individual that has experience of working closely with partners external to their organisation, excellent organisational and time management skills and strong communication skills. We welcome applicants from various career paths to date, who are excited to work for a fast-growing start-up that is passionate about making a difference.

Martingale Foundation is incubated by Purposeful Ventures who provide operational and strategic support. The Partnerships Officer will be employed by Purposeful Ventures.

## **About Purposeful Ventures**

Our vision is for a fairer society where all young people thrive. We work with social entrepreneurs, organisations and philanthropists that share our vision. Through our work with these partners, young people are given opportunities in education and beyond, helping them reach their true potential.

Purposeful Ventures offers philanthropists and funders bespoke advice, using an evidence-based approach to help them to identify high-impact opportunities to fund. We then partner with visionary individuals and mission-driven organisations with strong theories of change. We help them turn great ideas into sustainable and successful ventures by offering fully individualised and very hands-on support, access to funding and a 'high-challenge, high-support' home. We do the minimum necessary and whatever it takes to succeed.

## **Key Responsibilities:**

- Working with the CEO to deliver on the fundraising strategy.
- Develop Martingale's engagement and stewardship of new and existing funders.
- Work with our university partners to grow our impact and build further development opportunities.
- Manage existing and build new strategic partnerships with aligned charities that further support Martingale's mission.
- Manage relationships with university partners' development offices, including ensuring they are consulted and pleased with progress, while also delivering on any partnership commitments.
- Work with the CEO on the development of existing relationships with funders.
- Identify new funding opportunities: support to build relationships, report progress, and input into proposals.
- Critically assess ideas and appetite for new initiatives: engage stakeholders and assess end-user demand.
- Support in the delivery of key Martingale events such as Solve for X and our annual Welcome Dinner.
- Working with key members of the team, write and produce impact reports and case studies.
- The post holder will carry out any other duties as are within the scope, spirit and purpose of the role as requested by the line manager.

## **Key Requirements:**

### **Essential Criteria**

- Right to work in the UK

### **Experience and skills**

- Experience of managing external stakeholder relationships and/or partnerships successfully.
- Experience of generating new and successful strategic partnerships.
- Able to assimilate complex information quickly, identifying the pertinent points and making them accessible for a wider audience.
- Experience managing multiple projects/workstream and priorities simultaneously, while maintaining attention to detail, prioritising, and meeting deadlines.
- Excellent communication skills, both written and verbal, with the ability to effectively communicate with diverse audiences.
- Experience communicating with university students, staff and academics is desirable.
- Ability to network and build new connections.
- Advanced IT proficiency: Spreadsheet, Word Processing, CRM or Databases, Email, Web based applications.

### **Personal Characteristics**

- Excellent interpersonal skills: Friendly and personable, able to build rapport and trusting relationships, able to work co-operatively in a multidisciplinary setting.
- A commitment to Martingale's mission to support postgraduate students from low-socioeconomic backgrounds.
- Comfortable working in a rapidly growing and changing organisation with a degree of ambiguity – confident to create processes and ways forwards where they might not yet exist.
- Creative and innovative – willing to think outside the box to maximise reach.
- Resourceful, able to act on initiative, hardworking, detail orientated, and systematic.

### **Benefits**

- 27 days annual leave plus bank holidays, rising to 29 days after two years of service and to 30 days after 3-years' service. This entitlement is pro rata for part time employees. This entitlement excludes bank holidays.
- Full office closure between Christmas and New Year.
- A flexible approach to working with understanding and consideration for work life balance and personal commitments.
- As an PV employee, you will have the opportunity to be part of the TPT (The Pension Trust) scheme, our workplace pension scheme where we make an 11% contribution; you are not required to contribute towards this scheme unless you choose to.
- Access to Charlie Perks, offering discounts and rewards at over 30,000 brands and retailers.