



Fundraising & Partnerships Manager

Candidate information pack

“ I can definitively say that my Brightside Mentor altered the course of my life and that I wouldn't be where I am today without his support



Our values

We have a successful track record in attracting brilliant and mission-driven people to work with us to grow our impact with young people. We're excited to offer the opportunity for someone to join our team in the position of Fundraising and Partnerships Manager to support us in our ambitious journey.

We are a fast-moving charity, and we pride ourselves on our friendly, professional and supportive culture. We embrace new ideas and celebrate the talent and contribution of all team members. As an organisation, we have five values that we commit to as individuals and as a team:

1. We are ambitious; we strive for positive and lasting impact
2. We foster creativity and new ideas, so that our work evolves as we learn
3. We ground our work in collaboration
4. We celebrate individual strengths and empower people to fulfil their potential - our team is our greatest asset
5. We are committed to quality in everything we do

Brightside is committed to promoting a diverse and inclusive community where everyone can be themselves and succeed in the workplace and beyond. Our culture is inclusive to staff and volunteers from all backgrounds, and we provide flexible policies to support their differing needs.



[Meet the team](#)



About Brightside

Brightside is the UK's leading and safest online mentoring provider, with 23 years' experience in delivering personalised and flexible online mentoring to young people.

We exist to connect young people facing barriers with relatable role models so they can make confident and informed decisions about the future. Our flexible technology gives young people a mentor in their pocket, on their own schedule, to support their next steps.



We've worked with 178,918 young people since 2003



Brightside mentees have sent more than 2 million messages on the online mentoring platform since 2003



Our flexible online mentoring platform helps young people to overcome geographical barriers and level the playing field when it comes to accessing relatable role models



The platform embeds goal setting technology and gamification to personalise mentoring journeys and provide every user with a bespoke experience



Our programmes embed youth voice and agency. Mentees have the power to choose their own mentor, choose whether to use text-based or video mentoring, and choose which mentoring pathway to follow from our range of topics and resources



[Our mentee stories](#)

To scale our mission and impact even further, we're looking for a new Fundraising and Partnerships Manager. The rest of the candidate pack contains the full role description and application instructions.

We look forward to receiving your application.



Job title	Fundraising and Partnerships Manager
Reports to	Senior Partnerships Manager
Salary	£35,700-£41,125
Contract	Permanent
Hours	37.5 hours per week (full-time) We would also welcome part-time applications at a minimum of 0.5 FTE (18.75 hours per week)
Location	Remote working, with hot desking opportunities in London. Travel for Brightside team days (six a year) & other meetings
Holiday allowance	28 days (three to be taken between Christmas and New Year) + bank holidays

Other benefits include:

- Three days of volunteering leave
- Remote working set-up with hot desking opportunities
- Provision of a laptop and other expensed work from home equipment as necessary
- Tenancy deposit loan scheme
- Up to one month 'work from anywhere' policy
- Employer pension contributions
- Flexible working hours
- Regular staff socials
- Option to buy up to five additional days of annual leave



Role description

The Fundraising and Partnerships Manager will support Brightside's fundraising and partnerships activity, with a particular focus on trusts and foundations. The postholder will be responsible for researching funding opportunities, developing high-quality grant applications and supporting the stewardship of funders to help Brightside achieve its growth ambitions.

Working closely with the CEO and the Senior Partnerships Manager, the postholder will build a strong pipeline of trusts and foundation opportunities, coordinate application and reporting activity and ensure funders receive high-quality stewardship. The postholder will also provide support for partnership and philanthropy activity through prospect research, pipeline management, proposal development and stewardship.

This is an exciting opportunity for a fundraising professional who is passionate about creating opportunities for young people and wants to help grow an organisation that is changing lives through mentoring. Working closely with the CEO and Senior Partnerships Manager, you will play a key role in securing the funding and partnerships that enable Brightside to expand its reach and impact.

Responsible for:

Trusts and foundations:

- Identifying and researching trusts and foundations that align with Brightside's mission and funding priorities
- Writing and submitting high-quality grant applications, compelling expressions of interest and supporting documents
- Maintaining a pipeline of funding opportunities and tracking deadlines
- Supporting the management of funder relationships and communications
- Coordinating grant reporting requirements and gathering relevant information from colleagues to support reporting
- Working with colleagues to develop evidence and case studies for applications and reports
- Maintaining accurate fundraising records on our CRM (Salesforce)

Partnerships and philanthropy:

- Researching prospective corporate partners, major donors and other supporters
- Producing prospect briefings and background research for meetings and pitches
- Supporting the development of partnership proposals, presentations and cases for support
- Maintaining partnership and philanthropy pipelines on our CRM
- Supporting stewardship activities, including impact updates, communications and engagement opportunities
- Assisting with external events

Reporting & internal engagement

- Maintaining accurate fundraising and partnership records and dashboards
- Producing regular updates on applications, income and pipeline activity
- Supporting reporting to senior leaders and trustees
- Working collaboratively across teams to gather information that supports bid writing

Key performance indicators:

- Number and quality of grants applications submitted
- Grant income secured and retained
- Health and progression of trusts and foundations pipeline

Team working:

- You will be line managed by the Senior Partnerships Manager
- You will work closely with the CEO and the Partnerships Lead



Essential criteria

	Tested at application	Tested at interview
Be strongly aligned to our mission	X	X
Understand the challenges faced by young people in education and careers	X	
Proven track record of securing grants from trusts and foundations	X	X
Excellent proposal and bid-writing skills	X	X
Experience of building and managing a pipeline of funding opportunities	X	X
Experience of coordinating reports, applications or similar stakeholder communications	X	X
Experience of maintaining accurate records using a CRM or similar database	X	
Strong written communication skills and attention to detail	X	X
Strong organisational skills, with the ability to manage competing deadlines		X
Strong interpersonal and relationship-building skills		X

Desirable criteria

We are especially interested in candidates who can demonstrate the following skills/experience. Please include evidence of these in your covering letter:

- Have experience working in corporate partnerships, such as researching a pipeline of corporate prospects, or working with partners to deliver projects
- Have experience working in other aspects of fundraising, such as major donors, individuals or events
- Have experience working to secure funding from government sources

The process

- Submit your CV (no more than two pages) via CharityJob
- Submit a one page cover letter, outlining how you meet the essential criteria tested at application above with clear examples and evidence, via CharityJob
- Provide an answer to the screening question with clear examples, via CharityJob
- **Deadline for submission: Thursday 24 September (11:30pm)**
- Applications that do not include a cover letter or answer the screening question will not be considered
- While we are happy for you to use AI for proof reading and checks before you submit your application, your unique written communication style is vital for this role - please submit your cover letter in your authentic voice

Interviews

- Successful candidates will be invited to first round interviews on the week commencing 28 September, taking place remotely
- There will be a second and final round of interviews, inclusive of a task, for the highest performing candidates. The final round will take place on the week commencing 5 October, in-person where possible

