

Partnerships & Engagement Manager

Portobello Business Centre

Location: North Kensington, London (Hybrid working - flexible by agreement)
Contract Type: Permanent (Full-time or Part-time considered)
Salary: £41,000-£47,000 FTE (dependent on experience)
Reports To: Chief Executive Officer

About Portobello Business Centre

Portobello Business Centre (PBC) is a not-for-profit organisation with 30 years' experience helping people start, grow and scale successful businesses. We are committed to social mobility, inclusion and entrepreneurship, and have supported thousands of founders - from sole traders to household names such as Charlie Bigham's, Innocent Drinks and Karen Millen.

We are a small, ambitious and growing team delivering a new organisational strategy and expanding our reach across London and beyond.

The Opportunity

This is a rare chance to shape something from the ground up. We are looking for a commercially minded, relationship-driven individual to build PBC's external partnerships and income function - connecting us with businesses, philanthropists and foundations that share our belief in entrepreneurship as a force for social good.

This role is deliberately open to people from commercial, entrepreneurial and relationship-led backgrounds who may not have followed a traditional fundraising career path.

If you have built a book of business, managed a portfolio of clients, opened doors in new markets, or developed strategic partnerships - and you want to direct that energy towards genuine social impact - we want to hear from you.

You will be the first person dedicated to this function at PBC. A fundraising strategy has already been developed by experienced fundraisers to provide a clear framework and direction - your role will be to bring it to life, activating relationships, securing partnerships and building the income function that PBC needs to grow. You will have the support of the CEO, wider team and specialist consultants as the function develops, with a clear opportunity to build and lead a small team as it matures.

The role will suit someone who is entrepreneurial by nature, relationship-first in their approach, and genuinely motivated by social impact - curious enough to develop new skills and comfortable operating in a small, fast-moving organisation.

What You Will Do

Build and grow our income base

- **Corporate partnerships:** Identify, approach and secure six-figure+ partnerships with businesses whose CSR, ESG or community investment goals align with PBC's mission.
- **Individual giving:** Cultivate relationships with high-net-worth individuals and philanthropically minded entrepreneurs who want to invest in social mobility.
- **Trusts and foundations:** Oversee a portfolio of grant applications - with support for complex bids - and build relationships with decision-makers at relevant funders.
- **Commercial income:** Support the growth of PBC's paid membership scheme and secure sponsorship for commercial programmes and events.

Develop a compelling proposition

- **Case for support:** Work with the CEO and wider team to articulate PBC's social value through data and storytelling, creating materials that resonate with business leaders and philanthropists alike.
- **Partner reporting:** Build reports and impact updates that strengthen partner relationships and demonstrate clear value to funders and sponsors.

Standards and reporting

- **Income strategy:** Deliver and evolve a multi-year income plan in close collaboration with the CEO and Board, adapting it as the landscape changes.
- **Performance tracking:** Monitor pipeline health and report regularly against financial and operational targets.
- **Regulatory compliance:** Ensure fundraising activity meets regulatory requirements and Chartered Institute of Fundraising best practices.

Who We Are Looking For

We are looking for someone whose background might include any of the following:

- Business development, sales or account management in professional services, financial, legal or creative environments
- Relationship or client management roles with senior stakeholder exposure

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- Corporate affairs, partnerships or community investment from the corporate side
- Startup or entrepreneurial experience - someone who has built revenue relationships from scratch
- Membership, sponsorship or events-based commercial roles
- Fundraising at an earlier career stage, with the ambition and aptitude to step up

Whatever your background, you will be able to demonstrate:

- A proven ability to map, build and activate senior networks from scratch
- Confidence operating at a senior level with business leaders, founders and philanthropists
- A track record of opening and closing partnerships or deals, not just managing existing ones
- The ability to communicate social value clearly and persuasively - in writing and in person
- Resilience and self-motivation - you are energised by building, not just maintaining
- Commercial instinct balanced with genuine commitment to PBC's social mission
- Strong organisational skills and the ability to manage multiple relationships and deadlines

Benefits

- A collaborative, ambitious team environment where your contribution is visible and valued
- Access to fundraising, partnerships and leadership training, including sector events and conferences
- Flexible or part-time working arrangements considered for the right candidate
- Interest-free season ticket loan
- 21 days' paid annual leave plus UK public holidays
- Additional 10-14 days' paid leave during the Christmas closure period

How to Apply

Please send your CV (maximum two pages) and a short covering letter explaining what draws you to this role and how your experience is relevant to info@pbc.co.uk.

If you are unsure whether your background is relevant, please get in touch - we would be happy to have an informal conversation before you apply.

Portobello Business Centre, 209 Canalot Studios, 222 Kensal Road, London W10 5BN

Tel: 020 7460 5050

Web: www.pbc.co.uk

Email: info@pbc.co.uk

We are reviewing applications on a rolling basis and will close the vacancy once the right candidate is found.

*Join PBC to build transformational partnerships that drive social mobility
and create meaningful impact in the communities we serve.*