

# Job Description:

## Philanthropy Manger (June 2022)



## The Firm

XTX Markets is a leading algorithmic trading company partnering with counterparties, exchanges and e-trading venues globally to provide liquidity in the Equity, FX, Fixed Income and Commodity markets. We provide consistent liquidity, helping market participants throughout the world obtain the best prices in the various assets classes we cover, regardless of changing market conditions.

Technology is our business and we are a diverse organisation which attracts outstanding talent from across all industry backgrounds. We are focused on teamwork and our people collaborate on all aspects of the business, working openly and with respect for each other, our clients and the market. Our culture is non-hierarchical and one where everyone is valued. We strive for excellence in everything we do.

XTX Markets is also one of the largest philanthropic donors in the UK. In 2022, we will donate around £60m to charities globally. We have three main priorities: STEM education, global development and carbon removal. We have also made significant donations to humanitarian relief, eg Covid, Ukraine.

## The Role

We are looking for a Philanthropy Manager to join our Philanthropy Team. You will lead on two important workstreams: regional giving and employee engagement. You will also support our Head of Philanthropy in several other activities, eg incubating new charities, meeting our net zero pledges.

We have offices in London, New York, Paris, Mumbai and Singapore. Each office has an allocated 'Regional Giving' budget for local charity partnerships. You will develop and manage these partnerships. We also have employee engagement programme, including matched donations, volunteering and events. You will develop these opportunities and support employees to get involved and make the most of them.

## Responsibilities

### Charity Partnerships

- Managing 'end-to-end' charity partnerships, including initial research and due diligence, onboarding, regular engagement and evaluation.
- Representing XTX Markets externally at events and networking. Generally helping to build our presence among charities and donors.

### Employee Engagement

- Being a champion for philanthropy within XTX Markets, encouraging and supporting employees to get involved. Listening and responding to ideas from employees.
- Managing our Benevity employee giving platform, which includes matched donations, fundraising campaigns and comms.

### Events

- Devising and managing events run by XTX Markets. Examples include lunch and learns for employees, and site visits for UK Mathematics Trust scholars.
- Supporting XTX Markets' participation in events run by partner charities. Examples include an annual 6-a-side tournament with Bloomsbury Football, challenge events with GOSH.

### Other

- Helping to maintain good records, including through collaborative cloud software.
- General help and support for the Philanthropy Team and other teams within XTX Markets.



**XTX Markets Technologies Limited**

R7, 14-18 Handyside Street, London, N1C 4DN

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## We Are Looking For

### Characteristics and Skills

We are open to applicants from any personal or professional background. We are particularly looking for candidates with the following characteristics and skills:

- Most important: A 'people person' who enjoys building relationships
- Professional integrity (eg candour, discretion, transparency)
- Confident, hardworking and resilient (eg working independently and at pace)
- Highly organised and pragmatic (ie likes to get the job done)
- Excellent listening and communication skills, verbally and in writing
- Comfortable reading technical papers (eg research reports, policy briefings)

### Areas for Learning

We hope that this role in which you will find challenge, enjoyment and longevity. We are looking for someone who wants to keep learning and improving. Here are some examples of things that you don't necessarily need to know, but would be interested to learn about.

- Assessing investment opportunities (eg business models, due diligence, financial accounts)
- Evidence and impact (eg theory of change, social science research methods, marginal analysis)
- Topic areas for donations (eg maths and science education, global development, climate)

### Not Necessarily Required

The requirements 'on paper' for this role are fairly limited. It is likely that you will have a good degree (any subject, any university) and 2+ years of professional experience, but this isn't a strict requirement. If you are excited about the role and believe you meet the job description, we encourage you to apply. Please don't be put off if the following applies to you:

- You haven't worked in a charity or a foundation before
- You haven't worked in a FinTech company before
- You have got an unusual CV, or one that has 'blemishes'
- You need some flexibility or additional considerations

## Benefits

- Flexible working options
- Onsite gym, sauna, and fitness classes at no charge
- Extensive medical benefits including an on-site doctor and therapist at no charge
- Breakfast and lunch provided Monday to Thursday
- Various supports for caregivers, including emergency dependent care
- Beautiful Kings Cross office: <https://vimeo.com/257888726>
- 25 days paid holiday per year + statutory holiday and paid sick days

## Application

This is a permanent, full-time position (although we are open to considering 0.8 FTE for the right person). As well as the benefits above, salary and pension are highly competitive for the role.

There is no deadline, we will appoint an exceptional candidate as soon as we can. To apply please email [philanthropy@txmarkets.com](mailto:philanthropy@txmarkets.com) attaching your CV and answers to the below questions (~250 words each). We will only review applications that include both a CV and answers.

- Q1) Give an example of developing a successful external partnership (eg clients, donors, partners).  
Q2) Give an example of leading an initiative that engaged adults (eg colleagues, volunteers).



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