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**DATE:** 29 July 2025

**INVITATION TO QUOTE FOR:**

Trusts andFoundations Fundraiser - Freelance Support

**PROJECT DURATION:**

To be discussed on appointment based 4 days per week for 20 weeks

**DEPARTMENT:**

Development. Working to support the Head of Development and Fundraising Team

**INTRODUCTION:**

The Fundraising team at Ironbridge Gorge Museum Trust is seeking to appoint a Trusts and Foundations fundraising professional on a freelance basis.

The ideal appointee will have experience in writing and submitting high quality, compelling proposals and applications to a variety of grant funders, cultivating and stewarding relationships with Trusts and preparing reports and updates.

**About Us:**

Established in 1967 the Ironbridge Gorge Museum Trust (IGMT) is one of the UK’s largest independent museum trusts and custodian of some of the nation’s most significant industrial heritage, including Coalbrookdale, which is regarded as one of the most important historic landscapes in the World. All of its collections are Designated indicating the cultural value and national significance of all the objects, building and monuments in the collection. As one of the UK’s first sites to be inscribed on the UNESCO World Heritage Site list in 1986 for “Ironbridge Gorge’s universal significance for its unique role in the development of the Industrial Revolution”, it remains one of only 32 sites in the country to receive this global recognition. The Trust has two charitable aims of education and heritage conservation; operates 10 museums; and cares for 35 scheduled monuments and listed buildings, which collectively tell the story of the birthplace of the Industrial Revolution.

**The Work:**

The fundraising team are seeking freelance support to ensure our Trusts and Foundations income stream continues through applications to suitable funders and Grantors are kept up to date with relevant reports.

**Aims and Outcomes:**

Support the team to reach their 2025 income target, identify suitable Trusts, make quality applications and maintain relationships with current funders.

**IGMT is looking for a candidate to provide support for:**

* Working with the Head of Development to grow trust income and secure new grants
* Managing a pipeline of existing and prospect Trusts and Foundations
* Generate income by producing and submitting timely, compelling, high quality grant applications
* Cultivating and developing relationships with funders
* Working with the Fundraising Officer to identify new grant opportunities
* Ensure all reporting, updates and project evaluations are completed

**We are seeking a candidate with the following experience and expertise.**

**Experience:**

* Demonstrable experience of fundraising in a similar role either in an employed or freelance capacity
* Knowledge and experience of the charity sector with a proven success in securing grants
* The ability to write persuasive, compelling applications and donor communications
* The ability to develop and maintain productive working relationships with individuals and organisations at all levels
* Ability to work independently and with own initiative
* Highly organised, with excellent attention to detail and the ability to manage multiple tasks and priorities
* Good IT skills, confident in the use of Microsoft Office, the ability to use a CRM system and video conferencing platforms (Teams/Zoom)

IGMT will consider applications from agencies, individual freelancers, or a team of freelancers. Candidates from across the UK are eligible to apply on the basis that, as a minimum, monthly attendance at the office in Shropshire is feasible.

Our commitment to diversity and equality is a long-standing one and we are keen that our fundraising work draws on and reflects the full range of backgrounds and perspectives to be found in our society. Disabled, D/deaf and/or neurodivergent people, those from Black, Asian and Ethnically Diverse backgrounds are under-represented in our workforce so we particularly encourage freelancers from these backgrounds, identities and experiences to apply for this project work.

**Timescales:**

Timescales are flexible and subject to change based on there being an urgent need for this support and potential for a handover.

Early applications will be welcome as an appointment may be made prior to the deadline based on suitable submissions. Currently, the following timescales apply:

* Invitation to quote closes: **5pm, Monday 11 August 2025**
* Interviews: **Thursday 14 or Friday 15 August 2025 (flexible)**
* Successful applicant notified: **Monday 18 August 2025 (at the latest)**
* Project work commences: **Subject to discussion at interview, but ASAP**

**Project budget:**

£20,000 for 20 weeks (4 days per week) - £250 per day - including VAT and any expenses.

Please note, as this is a freelance opportunity the successful applicant will be responsible for arranging their own National Insurance and tax.

**Interested in applying?**

To express an interest in this project, please email your CV and a covering letter to gayle.kelly@ironbridge.org.uk no later than **5pm, Monday 11 August 2025**

Please include at least two references, or testimonials from similar projects you have delivered that will support your expression of interest.

Applicants will then be contacted to arrange an in-person or online interview **on 14 or 15 August 2025** with IGMT’s Head of Development.

If you would like to find out more information or have an informal discussion, please email

gayle.kelly@ironbridge.org.uk

We look forward to hearing from you.

