

Job description

Museum Fundraiser (Contractor)



Job Title:	Museum Fundraiser
Reports to:	Museum Director
Location:	<i>On-site/Remote</i>
Contract Type:	<i>Self-Employed Contractor</i>
Contract Length:	6 Months (1st May – 31st October 2026)
Contract Value:	£13,650 for the 6-month period

This is a project-funded post and continuation beyond the initial term may be extended subject to funding.

Role overview

We are seeking an experienced self-employed fundraising contractor to support delivery of our ambitious 2026 fundraising strategy. The role will focus on generating income through grant applications, trust and foundation fundraising, and fundraising events, while helping strengthen and diversify our income streams. This fixed-term project role will play a key part in helping the organisation secure new funding opportunities and develop sustainable fundraising activity during 2026.

Key responsibilities:

- Support delivery of the organisation's fundraising strategy for 2026.
- Identify, research and apply to relevant trusts and foundations aligned with the organisation's work.
- Write compelling grant applications, proposals and funding reports.
- Maintain and develop relationships with trusts, grant funders and philanthropic supporters.
- Support the planning and delivery of fundraising events and campaigns.
- Work with the organisation to identify new income opportunities and funding streams.
- Maintain accurate records of applications, prospects and outcomes.
- Contribute to monitoring fundraising progress against agreed income targets.

Person specification

Essential Experience and Skills:

- Proven experience in trust and grant fundraising, including successful funding applications.
- Experience of delivering or supporting fundraising events.
- Strong proposal and bid writing skills.
- Ability to research and identify appropriate funding opportunities.
- Excellent written and communication skills.
- Ability to work independently and manage workload within a contracted timeframe.
- Understanding of the UK charitable funding landscape.

Desirable Experience:

- Knowledge or experience of legacy fundraising.
- Experience working with small charities or community organisations.
- Familiarity with fundraising strategy implementation.

Key Targets for the Role:

1. Trust & Foundation Fundraising:

- Submit a minimum of 10 high-quality grant applications to trusts or foundations during the contract period.
- Secure at least £50,000 in committed funding from trust and foundation applications.

2. Event Fundraising:

- Support the delivery of 3 fundraising events within the contract period.
- Generate a minimum of £20,000 from events (gross income).

3. Legacy Fundraising (Desirable):

- Conduct an initial review of legacy fundraising opportunities and provide recommendations for future development.

4. Reporting & Monitoring:

- Maintain an up-to-date fundraising tracker with all applications, outcomes, and income.
- Provide a mid-point and end-of-contract report summarising achievements against targets, lessons learned, and recommendations.

All candidates must already hold the legal right to work in the United Kingdom.

The Weald & Downland Living Museum is dedicated to safeguarding the welfare of children, vulnerable adults, staff, volunteers, and visitors. All recruitment processes include safeguarding checks, including Disclosure and Barring Service (DBS) screening, to ensure the safety and wellbeing of all.

Our heritage is richer when it includes all voices. We are working to make our organisation an open, inclusive, and accessible place for people from every background. If you share our passion for connecting people with history in meaningful and inclusive ways, we'd love to hear from you. We're happy to discuss any support you might need during the application process.

To apply please send a CV and covering letter to: hradvisor@wealddown.co.uk

Closing date: 12th April 2026

Interviews will be conducted on 27th April 2026