Project Fundraiser

17–21 Chapel Street, Bradford

Arts, Culture, Enterprise & Creative Industries Building

1. Project Vision

The project aims to secure the long-term future of the building at 17-21 Chapel Street in the heart of Little Germany Conservation Area. Through a community-led Heritage Enterprise approach, People's Property Portfolio (PPP) will repair and preserve the building's historic fabric whilst also conserving its rich intangible heritage as a former Quaker school and important community space. It will be transformed into a thriving, enterprising, multi-tenanted cultural centre that is financially sustainable and rooted in Bradford's diverse communities. The project aligns with regional heritage, cultural, and regeneration strategies and is part of the legacy of UK City of Culture 2025.

2. Project and Role Overview

The People's Property Portfolio (PPP) project at 17-21 Chapel Street is at **RIBA Stage 3**, has **planning permission and listed building consent secured**, and confirmed Development stage capital funding support from the National Lottery Heritage Fund (HF) via a Heritage Enterprise Grant (HEG) and a Project Development Grant from the Architectural Heritage Fund (AHF). PPP seeks an experienced and motivated **Project Fundraiser** to work alongside key project team members during the development phase to collaborate on writing and submitting bids for two Organisational Development funding opportunities, and support work on further Capital funding opportunities.

This role is strategic and practical. The work of the **Project Fundraiser** will strengthen the project's financial profile and develop relationships with new prospective funders. The fundraiser will prepare a future capital and revenue fundraising strategy, clearly identifying the opportunities that align best with PPP's values and planned resources. This will include the exploration of wider income opportunities connected to the building's long-term operation, including pro-bono support and commercial opportunities.

The fundraiser will work closely with:

- Heritage Project Manager (Line Manager and main point of contact)
- Capital Project Manager
- PPP Chapel Street Working Group
- PPP Finance, Organisational Development and Governance Working Group

2.1 Role Funding

The role will be funded via the Heritage Fund (HF) Development Grant and PPP funds as match.

2.2 Contract Duration and Phasing

The role will be delivered in two phases plus a possible Interim phase.

Start date will be January 2027. **Phase 1** will run until submission of the Heritage Fund delivery grant application, expected in August 2027. An **Interim phase** follows - a five-month gap (Sept 27 to Jan 28) is possible as HF funding does not currently cover this period – during this time the role is likely to be on pause.

If the Heritage Fund delivery phase application is successful in December 2027, and assuming the Project Fundraiser performs well, the post would be reappointed to start for **Phase 2** from around February 2028 – we have yet to scope out the duration of this second phase.

Therefore, the total scope of the role is likely to be 2 to 3 years with an initial period of eight months (January to August 2027).

Phase	Period	Budget	Source of funding
1	Development. Jan 27 to Aug 27	£10,000	HF Development Grant / PPP Funds as match
Interim	Interim Sept 27 to Jan 28	None yet identified	Fees yet to be determined according to need and budget available. It is possible that there may be no work in this period and the contract paused.
2	Delivery Feb 28 to tbc	To be scoped	The scope of the Project Fundraiser role for will be reviewed during Dev phase appln.

2.3 Type of Contract, Number of days per month.

This will be a freelance time limited contract. **The contract that PPP issues to the successful applicant will only be guaranteed for Phase 1.** It will reflect the three Phases and will have relevant break clauses for both parties. PPP's expectation is that the successful candidate will commit to between 25 days and 40 days work for the available fixed Phase 1 fee.

2.4 Management and Reporting

The Project Fundraiser role will be line managed by the Heritage Project Manager.

2.5 Place of work

Mostly remote with occasional meetings at the Chapel Street building or elsewhere in Bradford.

3.0 Role Description

Bid Writing

- Prepare and submit the two revenue funding applications PPP have identified
- Coordinate input from other team members
- Ensure consistency in narrative, tone and quality across all materials developed

Fundraising Strategy

- Develop a detailed fundraising strategy for the next phase
- Identify and map prospective trusts, foundations, public funds, business partnerships and philanthropic opportunities
- Work with project team and board to identify relationship building opportunities with potential funders
- Support the Capital Project Manager to align funding timelines and match funding requirements
- Produce a realistic and phased action plan

Relationship Management

- Coordinate communication with prospective funders
- Support stewardship of key relationships throughout the contract, handing over the relationships at the end of the contract

Strategic Development

- Identify opportunities for earned income and other sources of income and include these in the fundraising strategy
- Support PPP to build long-term organisational resilience and fundraising capacity
- Capture learning for PPP to inform future planning

Internal Collaboration

- Attend project meetings as appropriate
- Work collaboratively with the Heritage Project Manager and Capital Project Manager
- Provide updates to the PPP Finance, Organisational Development and Governance working group.
- Contribute to development phase reporting as appropriate

Deliverables

- The two identified bids; finalised and submitted.
- Prospect research and funder mapping.
- A fundraising strategy.
- A prioritised fundraising action plan.
- Final handover report and recommendations for longer-term fundraising activity

Timescale

The contract will be delivered between early January 2027 and the current planned submission date of 5th August 2027.

Budget

£10,000 inclusive of fees, expenses and VAT

4. Skills & Experience Required

Essential

- Strong experience in fundraising strategy and bid writing
- A successful track record securing grants from public funders, trusts and foundations
- Excellent bid-writing and editing skills
- Experience working on heritage, arts, and capital projects
- Understanding of cultural and VCSE sectors
- Ability to manage multiple funding opportunities and deadlines
- Strong communication and relationship management skills
- Ability to work collaboratively

Desirable

- Experience of working with or applying to:
- National Lottery Heritage Fund
- Trusts and Foundations
- Local Authority / Mayoral cultural funds
- Community Benefit Societies or cooperatives
- Creative workspace or cultural infrastructure projects
- Understanding of Bradford and/or West Yorkshire's cultural and community contexts
- Interest in community wealth building

Application Process

Please submit by email to procurement@peoplespropertyportfolio.co.uk

- A short proposal (max. 2 pages) outlining your approach, experience and how you meet the essential and desirable criteria.
- Up to 3 examples of previous relevant work/projects (these could be weblinks or project summaries)
- A proposed breakdown of the available fixed fee clearly showing your day rate and the number of days you propose working for this fee over the period from January 2027 to the HF development stage submission deadline of 5th August 2027.
- Please indicate when you are available to start work and if you have any prior commitments, especially in the project start up stage in January and February 2027.
- Fill in the EDI form here - this is totally anonymised. There is no collection of data with this form that would enable PPP to connect the form fields with any individual.

Assessment Criteria & Weightings

The following criteria and weightings will be used to assess all submissions

Criteria	Weighting
Industry knowledge – Knowledge, understanding and experience of fundraising for Organisational Development in the heritage / culture sector.	20%
Industry knowledge – Knowledge, understanding and experience of fundraising for general revenue opportunities in the heritage / culture sector.	20%
Industry knowledge – Knowledge, understanding and experience of delivering a capital and revenue fundraising strategy.	20%
Project management – Appropriate project management systems demonstrating the ability to meet deadlines and your approach to risk mitigation.	10%
Cost / Value for Money	10%
Interview	20%

Deadline: 12 noon Mon 7th December
Please submit by email to procurement@peoplespropertyportfolio.co.uk

Interviews: W/C 14th December

Start Date: January 2027 – exact date to be agreed