



Freelancers for charities

Funders Together is a cross-sector funding infrastructure organisation, which brings together a series of strategic initiatives, working to improve how funding supports communities to positively shape the world.

We are entering an exciting new phase as we bring together a growing family of initiatives focused on improving how funding works for communities and civil society. This includes [London Funders](#), the cross-sector membership network supporting funders across the capital; [Collaboration Circle](#), a platform for collaborative and participatory funding programmes; [360Giving](#), which helps organisations publish and use open grants data; and the [Place-Based Giving resource hub](#), supporting collaborative funding rooted in place and community.

Funders Together is now executing a phased transition plan, which includes people, governance and systems and processes. We are seeking to appoint a consultant to support us with the digital elements of the transition.

We are a small charity of around 20 staff, five of whom are employees who transferred to Funders Together from 360Giving in February 2026.

The problem

Funders Together and 360Giving each have their own portfolio of digital tools, policies and processes which they have developed and maintained with very limited resources. Both charities grew rapidly over the past ten years. Now, following the merger, we need to align our systems and processes in order to remain compliant, consistent and cost-effective, while supporting our people through this transition as they adapt to new ways of working.

The project

Objectives

The purpose of this project is to:

- Reduce duplication including costs, administration and training by consolidating platforms and processes where possible.
- Leverage the benefits of bringing two organisations together by selecting the best systems and processes from each to form a stronger combined organisation, and leaving behind systems and process that don't work as well.
- Take the opportunity of these changes to improve our systems and processes further, to continue to professionalise our operations and future-proof for our growing scale and ambition.
- Ensure the team is supported through this transition



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Values

Funders Together is a values-led organisation, and we prioritise people over tech. In order to be inclusive and accessible, the project's planning and implementation should consider staff wellbeing and take into account different learning styles and ways of working.

Governance

The consultant will report to the Head of Digital, Marion Galley.

Scope

The scope of work includes:

- Discovery on the disparate systems and processes between the two parts of the organisation
 - o Most notably, Funders Together uses Microsoft 365 including Outlook and SharePoint, whereas staff members who came from 360Giving continue to use 360Giving's Google Workspace including Gmail and Drive.
 - o 360Giving completed an information management project in summer 2025 and has comprehensive documentation of its existing platforms and channels, Google Drive information architecture (IA), and internal process guidance and wikis for use of these systems.
 - o Funders Together will provide any relevant documentation, as well as making key staff available for discovery interviews. It will be necessary to carry out some lightweight documentation of Funders Together's existing platforms, IA and processes, in order to assess which parts of the digital ecosystem to retain from one part of the organisation versus the other.
- Research into the risks as well of the practical steps for migrating or merging the platforms in scope of the project – for example, do the tools available for migrating Google Drive to SharePoint break any internal links in documents?
 - o This may include contacting suppliers' customer support, desk research, or developing comparison matrices for different tools on the market.
- Development of a clear action plan for merging and consolidating wherever possible
 - o We have already identified and prioritised which systems we hope to merge, including our email hosting, file drives, and project management tool (Monday.com).
 - o This includes migrating the data from 360Giving's Google Workspace to Funders Together's SharePoint, which will require its own migration plan, to be developed by the consultant.
 - o It also includes merging policies such as Data Protection, AI and other digital policies, as well as internal processes relating to cybersecurity and information management.



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- o Recommendations for any new policies, systems or processes which would support Funders Together's objectives.
- o This plan should detail the risk assessment, timelines and assign tasks to relevant people and suppliers.
- o This plan should also include an assessment of the impact on the team and ways to support buy-in, especially for those most affected by the changes
 - Execution of the plan
- o The consultant should manage this project and deliver as much of the plan as possible, although they will need to delegate tasks which require access to systems and permissions to make changes.
- o The consultant should support the change management and rollout of the new policies, systems and processes, for example through drafting communications for all staff, or holding 1:1s or office hours.
- o The consultant should deliver data protection and cybersecurity training for all staff to ensure the new policies are understood and applied throughout the organisation.

Deliverables

The deliverables for this project include:

- A short discovery report including a map of Funders Together's digital portfolio
- A short research report, highlighting any potential negative impacts of merging or migrating platforms, as well as any mitigations to be incorporated into the action plan
- A proposed new SharePoint information architecture and a mapping for the migration from Google Drive to SharePoint
- An action plan for the agreed system migrations including
 - o Gmail to Outlook
 - o Google Drive to SharePoint
 - o Monday.com workspace merger
 - o Zapier account merger
- A brief for our IT provider to execute any parts of the migration plan that require admin access to business-critical systems
- Merged IT policies



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- Merged Wiki guidance on use of Outlook, SharePoint, Monday.com
- Staff training on the new ways of working
- In person data protection and cybersecurity training to be delivered to all staff on an agreed date at our office in London

Out of scope

The following is out of scope

- Salesforce CRMs, which will not be consolidated, except for their respective Zapier integrations
- HR, Finance and any other non-digital aspects of the merger
- IT including devices and telephony
- Public-facing websites
- Domains, except insofar as this relates to migrating emails and drives

Proposals

Proposals should set out how you will approach this project, relevant experience of delivering similar work, and your quote for delivering the project.

Timescale

We hope to complete this work by the end of September 2026. However, if you feel this is not realistic, please set this out in your proposal along with your reasoning and expected date for completion.

Please submit your proposal via the Blume platform by **Weds 27th May 2026**.

Budget

This is a new type of project for Funders Together, making it hard for us to set a budget. Please don't hesitate to book a call with our Head of Digital Marion via [this booking link](#) if you would like to discuss the brief further before providing a quote.



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