

Advertisement – Grant Writer



July 2026

Are you ready to make a difference by helping Foodbank Victoria turn purpose into impact as our Grant Writer?

We're seeking a skilled and passionate Grant Writer to play a key role in securing vital funding that supports our mission of ensuring healthy food for all Victorians.

In this role, you'll research, develop, and submit grant proposals to philanthropic trusts, foundations, and other funding sources. Your work will directly contribute to growing and diversifying our revenue streams, enabling Foodbank Victoria to expand its reach and deepen its impact across the community.

At Foodbank Victoria, we're growing to meet increasing demand for our services across the state. As we continue to expand our impact, we're investing in talented people who share our commitment to supporting Victorian communities.

If you're driven by purpose and have a talent for storytelling through funding applications, this is an opportunity to make a meaningful difference.

This role offers flexibility and can be worked either part-time or full-time.

Who is Foodbank?

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for over 95 years. We deliver food to people who need it in three different ways: in partnership with our charity partners, through schools and via our regional Community Food Centres.

Across our network of over 450 charity partners and 1400 schools throughout Victoria, we have distributed over 25.1 million meals in the last 12 months and are currently feeding 76,000 Victorians a day.

While supporting our charity and school partners is at the core of what we do, as the state's dedicated emergency food relief organisation, we're also here to assist Victorians through natural disasters, pandemics and the 'invisible disaster' caused by the ongoing cost of living crisis.

The culture we promote:

Our people come for a career and stay for the mission!

You will join an organisation full of passionate and creative people who champion and invest in the vision of helping to fight for a food secure future for all Australians.

We strive for a diverse and inclusive workforce, fostering a culturally safe and supportive environment where everyone can bring their whole self to work.

Our locations span across metro and regional Victoria including Altona, Brooklyn, Ballarat, Morwell and our CBD support office but the warmth of our culture is unified across all sites.

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Imagine a future with us:

- Research and identify relevant grant opportunities, while managing a structured pipeline and calendar to ensure timely, high quality submissions aligned with organisational priorities.
- Develop compelling, high quality grant proposals by translating Foodbank Victoria's vision and organisational priorities into persuasive applications.
- Collaborate with internal stakeholders to collate key insights and data, grant budgets, project plans to support applications.
- Proactively partner with Foodbank Victoria teams to identify program and funding opportunities.
- Oversee the full grants lifecycle, including tracking proposal progress, maintaining accurate records of all grant activities and communications, ensuring compliance with requirements, and coordinating with internal stakeholders to meet all deliverables and reporting deadlines.
- Prepare and deliver accurate funding reports and acquittals, monitor and evaluate grant outcomes, and provide insights to internal and external stakeholders to inform continuous improvement of grant performance.
- Build and maintain strong relationships with funders and potential donors, while representing Foodbank Victoria at meetings, events, and networking opportunities.

Why you're right for us:

- You want to be a part of a brand that's been around for over 95 years, and genuinely share our passion for our vision of healthy food for all.
- Able to live and breathe our values of empowerment, accountability, integrity, respect, diversity and equality.
- A minimum 3 years' experience in grant writing, preferably in the NFP sector.
- A bachelor's degree in Communications, English, Nonprofit Management, or a related field is highly regarded.
- Demonstrated experience in preparing and managing grant applications, with responsibility for associated deliverables and acquittals. Experience with government grant applications and acquittals is highly desirable.
- An understanding of the food relief sector and awareness of relevant funding opportunities is desirable.
- Strong interpersonal skills with the ability to collaborate effectively across diverse teams, while managing multiple projects simultaneously both independently and collaboratively, supported by strong research, and organisational skills and a keen eye for detail.

We can offer you:

- Access to salary packaging benefits to increase your take home pay.
- Team member engagement above 75%.
- An organisation focused on employee wellbeing.
- Supportive team environment that embraces change and innovation.

Keen to apply?

- Please review the Position Description on our website in the 'Careers' section at www.foodbankvictoria.org.au and get to know us before you apply.

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- Email your application to employment@foodbankvictoria.org.au
- Applications to include an up-to-date resume and cover letter.