

Advertisement – Grant Writer



May 2025

Are you a persuasive writer with a passion for making a difference? Foodbank Victoria is on the lookout for an experienced Grant Writer to help us secure funding to support our mission of delivering healthy food to all Victorians in need.

Within this exciting and purposeful role, you will be responsible for researching, writing, and submitting grant proposals to secure funding from government bodies, foundations, and other funding sources. This is a pivotal role within our organisation that will uncover new opportunities, collaborate with passionate people, and create compelling narratives that speak to the heart of funders and decision makers.

If you're a strategic thinker with a heart for social impact and a flair for writing, we'd love to hear from you!

Why Foodbank:

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for 93 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 500 charity partners and 1,015 schools throughout Victoria, we have distributed over 25 million meals in the last 12 months and are currently feeding 69,000 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.

Why we're right for you

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, but the warmth of our culture is unified across all sites.

What you'll be doing:

- Researching and identifying grant opportunities across government agencies, foundations and other funding sources that align with FBV's strategic goals.
 - Crafting compelling proposals and funding applications that capture attention, show the impact of our work, and deliver results.
 - Collaborating with internal teams to gather information, data, and success stories that showcase our impact.
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- Be able to communicate Foodbank Victoria's vision clearly and in a compelling manner – both through your writing and in person.
 - Building strong relationships with funders, potential donors, and other key stakeholders.
 - Preparing reports and acquittals as required – keeping key stakeholders in the loop and informed.

Why you're right for us:

- You want to be a part of a brand that's been around for over 90 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 of 3 years' experience in grant writing – preferably within the NFP sector.
- A Bachelors degree in Communications, English, NFP Management, or a related field is desirable.
- Strong written communication skills and a knack for storytelling with a purpose.
- Experience with government grants and acquittals is highly desirable.
- Excellent organisational and time-management skills.
- Ability to work both independently and collaboratively in a mission-driven environment.

We can offer you:

- Access to salary packaging benefits to increase your take home pay
- Team member satisfaction rates above 80%
- 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.
- Email your application to employment@foodbankvictoria.org.au
- Applications to include an up-to-date resume and cover letter