

FOODBANK VICTORIA

POSITION DESCRIPTION



POSITION	Grant Writer		
DEPARTMENT	Partnerships		
LOCATION	Yarraville		
REPORTS TO	Partnerships Manager		
DIRECT REPORTS	Nil		
KEY CONTACTS	Communications Manager, FBV Programs Team		
AWARD & CLASSIFICATION	SCHADS, Level 4		
DATE	March 2025	EXECUTIVE SIGNATURE	

ROLE PURPOSE

The Grant Writer is responsible for researching, writing, and submitting grant proposals to secure funding from government bodies, foundations, and other funding sources. This role is crucial in supporting Foodbank Victoria's vision of healthy food for all.

MAJOR ACCOUNTABILITIES

#1: Grant Research & Identification

- Identify and research potential grant opportunities from government agencies, foundations, and other funding sources that align with FBV strategic goals.
- Maintain a calendar of grant deadlines and ensure timely submission of proposals.

#2: Proposal Development

- Write compelling and persuasive grant proposals that align with the funder's objectives and Foodbank Victoria's mission.
- Collaborate with internal teams to gather necessary information and data for proposals.
- Communicate Foodbank Victoria's vision clearly and in a compelling manner in person and in writing through grant applications.
- Develop budgets and financial plans for grant proposals.

#3: Grant Management

- Track the status of submitted proposals and follow up with funders as needed.
- Maintain accurate records of all grant activities and communications.

<ul style="list-style-type: none"> • Ensure compliance with all grant requirements and reporting/acquittal deadlines. 	
#4: Stakeholder Management	
<ul style="list-style-type: none"> • Build and maintain relationships with funders and potential donors. • Regularly engage with FBV team members to identify program and funding opportunities 	<ul style="list-style-type: none"> • Represent Foodbank Victoria at meetings, events, and other networking opportunities.
#5: Reporting and Evaluation	
<ul style="list-style-type: none"> • Prepare funding reports and acquittals in accordance with grant application deliverables • Prepare regular reports on grant activities and outcomes for internal and external stakeholders. 	<ul style="list-style-type: none"> • Evaluate the effectiveness of grant proposals and identify areas for improvement.
#6: Workplace Health and Safety (WHS)	
<ul style="list-style-type: none"> • Comply with all company policies, procedures, and code of conduct. • Assist achieving our company vision through meeting our legal, moral, and ethical obligations. • Ensure WHS policies and processes are adopted across the organisation. • Encourage continuous improvement in WHS practices by recommending changes and implementing agreed improvements. 	<ul style="list-style-type: none"> • Maintain a safe work environment for yourself, team members, volunteers, visitors, contractors, and other external stakeholders at all times. • Lead by example and display an active commitment to company policy and WHS compliance. Identify and report all incidents and safety hazards so that the appropriate review and corrective action can be taken.
#7: Self-Management	
<ul style="list-style-type: none"> • Positive participation in regular team meetings. • Inform team members and other departments of relevant information as appropriate. • Willingness to undertake training and development opportunities as appropriate. 	<ul style="list-style-type: none"> • Effective time management and organisational skills demonstrated through ability to meet deadlines. • Willingness to undertake other duties as required. • Demonstrate the Foodbank Victoria values of Empowerment, Accountability, Respect, Integrity, Diversity and Equality in all work activities.
TECHNICAL KNOWLEDGE	PERSONAL ATTRIBUTES
<ul style="list-style-type: none"> • A minimum 3 years' experience in grant writing, preferably in the NFP sector. • Experience with government grant applications and acquittals is highly desirable. • Bachelor's degree in Communications, English, Nonprofit Management, or a related field is preferable 	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Ability to work independently and in a team environment. • Strong research and analytical skills. • Highly organised and detail oriented. • Ability to manage multiple projects simultaneously. • Strong interpersonal skills and the ability to work collaboratively with diverse teams.

<ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite and grant management software. • Knowledge of the food relief sector and related funding opportunities is desirable. 	<ul style="list-style-type: none"> • Passionate about Foodbank Victoria's mission and values.
VALUES	FOUNDATION BEHAVIOURS
Empowerment	
	<ul style="list-style-type: none"> • We develop Team Members and each other. • We challenge the status quo. • We provide the opportunity for ourselves and others to experience the value of our work. • We recognise and celebrate our accomplishments. • I have input and ownership.
Accountability	
	<ul style="list-style-type: none"> • We encourage excellence. • We encourage continuous improvement & learning. • We ensure performance management consistency. • We accept mistakes and learn from them. • I am accountable for my own performance. • I am part of a team.
Respect	
	<ul style="list-style-type: none"> • We encourage open, constructive feedback. • We give credit where credit is due. • We are inclusive. • We take the time to listen to each other. • We affirm our people. • We allocate tasks that are fair and reasonable to achieve.
Integrity	
	<ul style="list-style-type: none"> • We explain our decisions. • We do what we say we will do. • We call out an issue when it is evident. • Equal contribution is rewarded equally. • I lead by example. • I am committed to do my best. • I am encouraged to stand up for my beliefs.
Equality	
	<ul style="list-style-type: none"> • We encourage people to be themselves. • We strive to foster a sense of belonging in our workplace. • We ensure all people we interact with feel welcome, and a part of our family. • We are inclusive with our agencies and partners. • We strive to provide equal opportunity for all – internally and externally. • We call out practices which exclude others.
Diversity	
	<ul style="list-style-type: none"> • We recognise and encourage diversity in our workplace, in our programs and in the food, we provide to our partners. • We embrace diversity in all our people, their experiences, and points of view. • We value all cultures, backgrounds and genders. • We strive to form a diverse atmosphere for all people to be safe and secure.

	<ul style="list-style-type: none">• By celebrating diversity, we help all people to feel included, safe and secure.• We do not tolerate discrimination.• We recognise and respect differences.
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