

# FOODBANK VICTORIA

## POSITION DESCRIPTION



|                                   |                                                                           |                            |                                                                                      |
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| <b>POSITION</b>                   | Grant Writer                                                              |                            |                                                                                      |
| <b>DEPARTMENT</b>                 | Fundraising & Marketing                                                   |                            |                                                                                      |
| <b>LOCATION</b>                   | La Trobe Support Office                                                   |                            |                                                                                      |
| <b>REPORTS TO</b>                 | Partnerships & Philanthropy Manager                                       |                            |                                                                                      |
| <b>DIRECT REPORTS</b>             | Nil                                                                       |                            |                                                                                      |
| <b>KEY CONTACTS</b>               | Communications Manager, Programs Team, Data & Insights Team, Finance Team |                            |                                                                                      |
| <b>AWARD &amp; CLASSIFICATION</b> | SCHADS, Level 4                                                           |                            |                                                                                      |
| <b>DATE</b>                       | June 2026                                                                 | <b>EXECUTIVE SIGNATURE</b> |  |

### ROLE PURPOSE

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

### MAJOR ACCOUNTABILITIES

#### #1: Grant Research & Identification

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

#### #2: Proposal Development

- Communicate Foodbank Victoria's vision clearly and in a compelling manner. Prepare persuasive grant proposals that align with the funder's objectives and Foodbank Victoria's mission and strategic objectives.
- Collaborate with internal teams to collate project plans, budgets and other necessary information and data for proposals.

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| <b>#3: Grant Management</b>                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>Track the status of submitted proposals and follow up with funders as needed.</li> <li>Maintain accurate records of all grant activities, deliverables and communications.</li> </ul>                                                                                                                          | <ul style="list-style-type: none"> <li>Liaise with internal stakeholders to ensure delivery and reporting obligations are communicated and met.</li> </ul>                                                                                                                                                                                                                                                                                                                                        |
| <b>#4: Stakeholder Management</b>                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>Build and maintain relationships with funders and potential donors and represent Foodbank Victoria at meetings or events as required.</li> </ul>                                                                                                                                                               | <ul style="list-style-type: none"> <li>Regularly engage with FBV team members to identify program and funding opportunities, prepare applications, manage deliverables and reporting requirements as required.</li> </ul>                                                                                                                                                                                                                                                                         |
| <b>#5: Reporting and Evaluation</b>                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>Prepare funding reports and acquittals in accordance with grant application deliverables.</li> <li>Prepare regular reports on grant activities and outcomes for internal and external stakeholders.</li> </ul>                                                                                                 | <ul style="list-style-type: none"> <li>Evaluate the effectiveness of grant proposals and identify areas for improvement.</li> </ul>                                                                                                                                                                                                                                                                                                                                                               |
| <b>#6: Workplace Health and Safety (WHS)</b>                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>Comply with all company policies, procedures, and code of conduct.</li> <li>Assist achieving our company vision through meeting our legal, moral, and ethical obligations.</li> <li>Encourage continuous improvement in WHS practices by recommending changes and implementing agreed improvements.</li> </ul> | <ul style="list-style-type: none"> <li>Maintain a safe work environment for yourself, team members, volunteers, visitors, contractors, and other external stakeholders at all times.</li> <li>Lead by example and display an active commitment to company policy and WHS compliance.</li> <li>Identify and report all incidents and safety hazards so that the appropriate review and corrective action can be taken.</li> <li>Ensure the office is clean, safe and conducive to work.</li> </ul> |
| <b>#7: Self-Management</b>                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>Positive participation in regular team meetings.</li> <li>Inform team members and other departments of relevant information as appropriate.</li> <li>Willingness to undertake training and development opportunities as appropriate.</li> <li>Willingness to undertake other duties as required.</li> </ul>    | <ul style="list-style-type: none"> <li>Effective time management and organisational skills demonstrated through ability to meet deadlines.</li> <li>Demonstrate the Foodbank Victoria values of Empowerment, Accountability, Respect, Integrity, Diversity and Equality in all work activities.</li> </ul>                                                                                                                                                                                        |

| TECHNICAL KNOWLEDGE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                     | PERSONAL ATTRIBUTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <ul style="list-style-type: none"><li>• A minimum 3 years’ experience in grant writing, preferably in the NFP sector.</li><li>• Experience preparing grant applications &gt;\$50,000 and managing deliverables and acquittals for the same.</li><li>• Experience with government grant applications and acquittals is highly desirable.</li><li>• Bachelor’s degree in Communications, English, Nonprofit Management, or a related field is preferable</li><li>• Proficiency in Microsoft Office Suite and grant management software.</li><li>• Knowledge of the food relief sector and related funding opportunities is desirable.</li></ul> |                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"><li>• Excellent written and verbal communication skills.</li><li>• Ability to work independently and in a team environment.</li><li>• Strong research and analytical skills.</li><li>• Highly organised and detail oriented.</li><li>• Ability to manage multiple projects simultaneously.</li><li>• Strong interpersonal skills and the ability to work collaboratively with diverse teams.</li><li>• Passionate about Foodbank Victoria's mission and values.</li></ul> |
| VALUES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | FOUNDATION BEHAVIOURS                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Empowerment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"><li>• We develop Team Members and each other.</li><li>• We challenge the status quo.</li><li>• We provide the opportunity for ourselves and others to experience the value of our work.</li><li>• We recognise and celebrate our accomplishments.</li><li>• I have input and ownership.</li></ul>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Accountability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"><li>• We encourage excellence.</li><li>• We encourage continuous improvement &amp; learning.</li><li>• We ensure performance management consistency.</li><li>• We accept mistakes and learn from them.</li><li>• I am accountable for my own performance.</li><li>• I am part of a team.</li></ul>                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Respect                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"><li>• We encourage open, constructive feedback.</li><li>• We give credit where credit is due.</li><li>• We are inclusive.</li><li>• We take the time to listen to each other.</li><li>• We affirm our people.</li><li>• We allocate tasks that are fair and reasonable to achieve.</li></ul>                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Integrity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"><li>• We explain our decisions.</li><li>• We do what we say we will do.</li><li>• We call out an issue when it is evident.</li><li>• Equal contribution is rewarded equally.</li><li>• I lead by example.</li><li>• I am committed to do my best.</li><li>• I am encouraged to stand up for my beliefs.</li></ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Equality                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"><li>• We encourage people to be themselves.</li></ul>                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|                  | <ul style="list-style-type: none"> <li>• We strive to foster a sense of belonging in our workplace.</li> <li>• We ensure all people we interact with feel welcome, and a part of our family.</li> <li>• We are inclusive with our agencies and partners.</li> <li>• We strive to provide equal opportunity for all – internally and externally.</li> <li>• We call out practices which exclude others.</li> </ul>                                                                                                                                                                                              |
| <b>Diversity</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                  | <ul style="list-style-type: none"> <li>• We recognise and encourage diversity in our workplace, in our programs and in the food, we provide to our partners.</li> <li>• We embrace diversity in all our people, their experiences, and points of view.</li> <li>• We value all cultures, backgrounds and genders.</li> <li>• We strive to form a diverse atmosphere for all people to be safe and secure.</li> <li>• By celebrating diversity, we help all people to feel included, safe and secure.</li> <li>• We do not tolerate discrimination.</li> <li>• We recognise and respect differences.</li> </ul> |