

# Grants Officer

## Position description

Are you a grants and philanthropy specialist who is passionate about environmental justice?

We are looking for a Grant Officer with 3+ years' experience to supercharge this work. Working within a collaborative team, you will assist in building sustainable income streams and reporting on impact to strengthen and resource ambitious legal campaigns.

The role will suit a highly skilled writer, researcher, and evaluator with strong knowledge of philanthropy and fundraising. You are a talented writer with a keen eye for detail and distilling complex issues and data into compelling funding applications for submission and subsequent reports and acquittals. You have a curiosity and passion for research and evaluation, are well organised, and can manage competing deadlines.

You may have honed your skills as a grant writer in an environmental or social justice organisation. But even if you have a different kind of experience, if you are a smart and creative person who is excited about connecting funders with high-impact work to create a better world, we would love to hear from you.

The position is ongoing and 4 days per week. You will be based in Melbourne at our head office with opportunities to work regularly from home. For the right candidate, who is prepared to travel occasionally, we will consider other locations in Australia.

Environmental Justice Australia is an equal opportunity employer. Aboriginal and Torres Strait Islander people, women, people from culturally and linguistically diverse backgrounds, LGBTQIA+ people and people with disability are encouraged to apply.

We will assess applications and interview as they come in so do not delay, apply now!

## About us

Environmental Justice Australia is a leading public interest legal organisation. Our lawyers act on behalf of people and community organisations to safeguard health; protect magnificent forests, rivers and wildlife; and tackle the climate crisis. We partner with communities and other social justice organisations because we are stronger together.

Using innovative approaches, we find the best legal solutions to climate and environment issues. Our team works inside and outside the courtroom to make the system fair and just for all. We work on issues and in areas of Australia where we can have the most impact.

## Values

**Collaboration:** We work in partnership with community and other organisations because we are in this together

**Respect:** We treat everyone with respect and we value different perspectives as we know we can learn something from everyone

**Ambition:** We aim high and are at all times focused on achieving maximum impact for nature, climate and communities

**Positivity:** We maintain hope and a positive approach because we believe we can change the world

**Justice:** We are driven by our sense of justice – it's at the core of everything we do.



# Responsibilities

The Grants Officer is a critical member of the team and requires dynamism, curiosity, and drive. Reporting to the Development Manager, this role will:

- research, write and submit grant applications that are succinct and professional, with the capacity to adjust style to persuade a variety of audiences and secure funding.
- deliver funding reports and acquittals as per funding agreements and contracts, utilising both qualitative and quantitative data.
- develop a thorough understanding of EJA's program objectives, budgets, and impact to create compelling cases for funding support.
- collate and analyse data obtained from evaluation tools to prepare impact reports.
- work with the Development Manager and Co-CEOs to identify new grants acquisition, delving into prospect research and pursuing new funding opportunities.
- work with the COO to track the grants pipeline, grant budgets, and impact reporting.
- build and manage effective relationships with internal stakeholders across the organisation.
- manage grant and philanthropic administration and recordkeeping in our database.
- contribute to the EJA team and the running of the organisation and office, uphold EJA's values and participate in all relevant aspects of EJA planning, review, and reporting.

A typical day could include:

- working with the team to understand funding priorities and developing grant strategies to complement the fundraising pipeline.
- identifying new funding opportunities with granting organisations and creating strong applications for funding as well as reports and acquittals.
- responding to existing funder requests to ensure strong retention and growth of philanthropic support.
- tracking the grant pipeline and collating impact reports..

# Selection criteria

**These are the criteria we think are most critical to success in this role. If your experience is a little different and you still think you are the right person for this job, please apply - we would love to hear from you.**

## Essential

- At least 3 years' experience successfully managing a grants portfolio, or a similar role.
- Writing: exceptional writing skills with proven ability to secure income through grant applications and fund proposals, or similar.
- Relationships: proven ability to establish and maintain relationships with diverse range of stakeholders.
- Research: experience analysing information for impact reports and prospect research to identify philanthropic funding opportunities and networks.
- Organisational skills: ability to maintain records using a customer relationship management system.
- Initiative, energy, self-motivation: ability to work effectively both independently and as part of a collaborative team environment, and to work to tight deadlines.
- A passion for environmental and social justice issues and making positive change through people power.
- Integrity: consideration for others, ability to work well with people with different working styles, and commitment to treating all people with dignity and respect.

### **Bonus points for...**

- Experience and understanding of monitoring and evaluation frameworks.
- A good working knowledge of Salesforce.
- Strategic thinking and a good understanding of non-profit and environmental advocacy or social justice campaigns.

## **Location**

Melbourne. Other locations in Australia will be considered for an exceptional candidate.

## **Terms and conditions**

Terms and conditions for these roles will be negotiated based on the following:

- The position is part time at 0.8EFT (4 days per week) and ongoing.
- EJA encourages flexible work arrangements and there is some scope for negotiation with respect to days and hours of work.
- The role is based in Melbourne at our office in Carlton, with travel outside Melbourne required occasionally. Other locations will be considered for an exceptional candidate
- Out of hours work is required occasionally.
- Terms and conditions of employment are based on the SCHADS award with over-agreement salary and conditions depending on experience. Salary range for full-time work is \$85,360 to \$94,660 depending on experience, plus superannuation and leave loading.
- Please note that salary sacrificing is not available.

## **Benefits of working with EJA**

You will be an important part of a lean but high-impact organisation. We are proud to offer our staff a supportive workplace with excellent conditions, including:

- Supportive work environment and opportunity to work regularly from home, with options for flexible work hours.
- Four weeks of annual leave a year plus an additional three days off (pro rata) over the Christmas period.
- 17.5% annual leave loading.
- Ongoing professional development opportunities.
- Access to our Employee Assistance Program and wellbeing support.
- Melbourne office has secure bike parking and close to public transport as well as countless cafes, restaurants and shops.
- Be part of an organisation that values and celebrates cultural diversity.

## **How to apply**

Send us a brief application comprising:

- your resume; and
- a statement of no more than 3 pages detailing why you want to work with us and addressing the selection criteria outlined above. NOTE that if you do not address the selection criteria your application will not be considered.

Email your application to [recruitment@envirojustice.org.au](mailto:recruitment@envirojustice.org.au)

Enquiries: Greer Allen, Development Manager, Monday to Thursday, 03 8341 3107 or by email to [recruitment@envirojustice.org.au](mailto:recruitment@envirojustice.org.au).

**Closing date: We will assess applications and interview as they come in so do not delay, apply now!**