Philanthropy & Grants Adviser – Contract

Position description

Applications will be reviewed as they are received. Don't wait – apply now.

Play a key role in helping grow and sustain the philanthropic income that enables EJA to deliver ambitious legal and advocacy work for nature, climate and communities.

With a strong focus on grants and philanthropic stewardship, you will help lead the work to identify and develop strategic funding opportunities, translate EJA's complex legal, advocacy and campaign work into compelling cases for support and communications about our impact and assist with cultivation, stewardship and donor care initiatives within the team. You will also manage your own portfolio of philanthropic supporters, building and nurturing relationships to grow their engagement and giving over time.

This role also plays an important part in creating a positive and rewarding experience for EJA's supporters. It involves a high level of organisation and administration, coordinating the many details behind grants, donor engagement, events and team activities to ensure everything runs seamlessly and donors feel valued, connected and well cared for. Through thoughtful coordination and attention to detail, you will help strengthen relationships, attract new supporters, retain existing donors and create opportunities to grow their giving over time.

Environmental Justice Australia is an equal opportunity employer. Aboriginal and Torres Strait Islander people, all genders, people from culturally and racially marginalised backgrounds, LGBTQIA+ people and people with a disability are encouraged to apply.

We're committed to an accessible selection process. Please let us know if you'd like us to make adjustments to support your application process, e.g. requiring extra time, screen readers, providing accessible documents or sensory adjustments.

ENVIRONMENTAL JUSTICE AUSTRALIA

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

Justice: We pursue justice for people and nature, standing alongside communities and holding power to account.

Collaboration: We create change together, building relationships based on trust and shared purpose.

Integrity: We act with honesty, humility and accountability, and do what's right even when it's hard.

Courage: We take on difficult challenges, ask hard questions and take thoughtful risks because they matter.

Hope: We create hope through action, care and persistence, celebrating progress and supporting each other.

Responsibilities

Working closely with colleagues across EJA, you will play a role in growing and stewarding philanthropic support across grants and philanthropic gifts.

- Identify and develop strategic philanthropic opportunities across trusts, foundations, grants and other values-aligned funding partners.
- Research, write and deliver compelling grant applications, funding proposals, cases for support, reports and acquittals tailored to different audiences.
- Maintain close oversight of philanthropic pipelines, funding agreements, reporting requirements and key commitments, supported by accurate and effective CRM management.
- Represent EJA in meetings, briefings and engagement with current and prospective philanthropic partners.

- Use fundraising data, donor insights and sector knowledge to inform priorities, pipeline development and relationship strategies.
- Build strong, trusted relationships with lawyers, campaigners, Public Engagement colleagues and other teams across EJA.
- Organise online briefings and events, scheduling and coordinating of donor meetings with CEOs.
- Contribute to the EJA team and the running of the organisation and office, and participate in all relevant aspects of EJA planning, review and reporting.

Selection criteria

You will bring significant experience in philanthropy and grants.

Essential

- Significant experience in fundraising including philanthropy, grants and major gifts.
- Demonstrated ability to identify, develop and secure grant and philanthropic funding opportunities and contribute to sustainable income growth.
- Exceptional written communication skills, with experience developing persuasive funding proposals, reports, acquittals, cases for support or other high-quality communications.
- Ability to understand complex information and translate it into clear, accurate and compelling narratives for different audiences.
- Strong verbal and interpersonal communication skills and confidence working with donors, funders, senior leaders and internal and external stakeholders.
- Experience working collaboratively across teams and with subject-matter experts to develop compelling funding propositions and communicate impact.
- Demonstrated ability of independence, initiative and accountability while maintaining strong collaboration and communication.
- Strong attention to data integrity, record-keeping and confidentiality.
- A commitment to environmental and social justice.
- A demonstrated commitment to working in ways that align with EJA's values of justice, collaboration, integrity, courage and hope.
- Experience using Salesforce

Desirable

- Knowledge of the Australian philanthropic landscape.
- Experience developing funding propositions or communications involving complex advocacy, legal, policy or campaign work.
- Previously worked within an environmental, climate, First Nations justice, human rights, legal or social justice organisation.
- Experience using Salesforce for data analytics relating to prospect identification, moves management, income growth and communication.

Location

Ideally Melbourne, with the opportunity to work regularly (but not exclusively) from home. Other locations in Australia may 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 0.6 or 0.8 and a 12-month contract with the potential of this becoming a permanent opportunity in the future.
- 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.
- This role is based in a shared open-plan office where each team member has a dedicated desk.
- Out of hours work is required occasionally.
- Terms and conditions of employment are based on the Victorian CLCs Multi-Enterprise Agreement with over-agreement salary and conditions depending on experience. Salary for part-time at 0.8 is $93,076 plus superannuation and leave loading.

Benefits of working with EJA

We are proud to offer our staff a supportive workplace with excellent conditions, including:

- Supportive work environment and hybrid work opportunities.
- Five weeks of annual leave a year plus an additional three days off (pro rata) over the year end period plus a range of above-award leave including cultural leave and gender affirmation leave.
- 17.5% annual leave loading.
- Above-award salaries.
- 16 weeks' parental leave (pro rata).
- Ongoing professional development opportunities.
- Access to our Employee Assistance Program and wellbeing support.

- The Melbourne office has secure bike parking and is close to public transport as well as countless cafes, restaurants and shops and the Queen Victoria Market.

Please note that salary sacrificing is not available, apart from superannuation.

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 cannot be considered.**

Applications close at 11:59pm, Wednesday 9 December, but we will interview candidates as applications come in and may offer this role before applications officially close. So don't wait – apply now!

Email your application to recruitment@envirojustice.org.au

Enquiries: Narissa Diwan, P&C Adviser, 03 8341 3106

Applications close: Wednesday 9 December, 11:59pm