

Grants Coordinator Position Description



JOB OVERVIEW

TITLE	Grants Coordinator
REPORTS TO	Key Relationships Manager
LOCATION	60 Leicester Street, Carlton. Flexible working arrangements.
CLASSIFICATION	EV3
SALARY	\$81,513 to \$92,622 per annum (pro-rated for part time) plus superannuation and generous leave conditions
STATUS	Permanent Open to discussion: 1.0 FTE / Full-time

WHO WE ARE

Environment Victoria (EV) is one of Australia's leading not-for-profit environment groups, with a strong history of running strategic, dynamic, people-powered campaigns to tackle climate change and improve environmental outcomes. Our work is solutions-based, grounded in research, and focused on building enduring community power.

We inspire and empower communities across Victoria to take action for a just society living in harmony with a healthy environment. Our team of around 30 staff, hundreds of volunteers and thousands of supporters is nimble, creative and committed to justice, equity, diversity and inclusion.

EV is a campaigning organisation that wins environmental outcomes by holding governments and businesses to account. Our power comes from:

- Building and connecting organised people power with decision makers
- Maintaining a trusted voice for solutions grounded in environmental justice
- Acting as an ally, leader and network builder

This role sits within our Key Relationships Team in our Fundraising Directorate, who work with the many dedicated Environment Victoria supporters who want to contribute to meaningful change through their financial contributions.



WHO YOU ARE

You are passionate about protecting the environment and are motivated by the power of social change through advocacy. You are experienced in managing relationships and building connections between strategic for-purpose work, and the interests, passions and priorities of philanthropic organisations like trusts and foundations. You are great with words, highly organised and love a good to-do list. You love working with people from all walks of life, and enjoy a collaborative approach to daily work.

THE ROLE

The purpose of the Grants Coordinator will be to partner with Trusts, Foundations and philanthropy more broadly to finance the campaigns Environment Victoria is delivering to win climate and nature outcomes.

RESPONSIBILITIES

Relationship Management & Stewardship

- Build and maintain relationships with staff from philanthropic organisations, like trusts and foundations.
- With support from the Key Relationships Manager, ensure that current philanthropic funding partners feel updated and connected to our work.
- With support from the Key Relationships Manager, Identify and build relationships with prospective philanthropic partners, stewarding the relationship with timely communications, event engagement and networking.
- Maintain relationships with lapsed philanthropic funders, so that where there is again alignment on priorities, opportunities for funding asks might be made.

Development

- With support from the Key Relationships Manager, identify potential strategic partnerships and opportunities where Environment Victoria's campaign priorities align with philanthropic priorities and interests.
- Work with staff in the Campaigns Directorate to understand, articulate our work into compelling propositions for funders.
- Write compelling, bespoke proposals, grant applications and cases for support that showcase our work, are strategic, on brand, and aligned with broader organisational narratives.
- With support from the Finance Team, prepare proposal budgets that are accurate and align with already approved activities and resource allocation in the Annual Plan and budget.



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Grants Management & Reporting

- Prepare and finalise grant agreements, in negotiation with funding partners and with review and sign off from relevant campaigns staff and the CEO.
- Work with other staff in the organisation to develop monitoring and evaluation practices and reporting metrics that will meaningfully demonstrate impact to funder audiences.
- Support strong internal systems and administration, including maintaining accurate CRM records, organised files and efficient processes.
- Through strong relationships with staff in the Campaigns Directorate, monitor the progress of campaign activities for making progress reports to funding partners.
- Prepare and lodge grant acquittals, shepherding these reports through internal approval processes and making presentations externally where required.

Events

- Help coordinate donor events that are engaging, with the aim to steward existing funders and welcome prospective funders.
- Attend sector networking events where relationships with current and prospective funders can be built.

Other Team contributions

- Contribute to the broader efforts of the Fundraising Directorate by fostering a positive, collaborative and values-led team culture.

SELECTION CRITERIA

Core Skills & Attributes

- Demonstrated **passion for the environment** and commitment to social justice.
- Extensive **experience in fundraising**, particularly in grant management or philanthropy.
- Strong **project coordination** skills, with the demonstrated ability to manage multiple project timelines and contributors to meet deadlines.
- Strong **writing skills** and demonstrated ability to articulate a compelling proposition in funding proposals.
- Experience **preparing and reporting on budgets**, including income budget forecasting.



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- High-level **strategic thinking skills**, with the demonstrated ability to make connections between funder interests and for-purpose work.
- Confidence working with **data**, reporting, and CRM systems.
- Strong **interpersonal skills**. This role requires a lot of cross-team collaboration and stakeholder management, with the ability to develop rapport with people quickly.
- Ability to **show initiative, problem-solve, experiment**, and test new ideas.

Desirable Skills & Attributes

- **Knowledge of the role of public policy and advocacy in changemaking**, ideally with experience fundraising in a campaigning organisation.

THE BENEFITS OF WORKING AT ENVIRONMENT VICTORIA

We believe in the power of people to make a meaningful impact across the state. We are proud of our team culture and work with intention to foster a workplace grounded in our core values of love, justice, courage, innovation and impact.

Environment Victoria Enterprise Agreement also offers excellent conditions, including:

- Annual automatic wage increases and a competitive pay scale that allows people to progress annually within their pay range.
- 5 weeks pro-rata annual leave. With additional gratis leave days for Easter Tuesday, Melbourne Cup Monday and the days between Christmas and New Year.
- Rider-friendly office facilities, such as showers and secure bike storage
- Subsidised car sharing for personal use.
- Access to an Employee Assistance Program, which includes counselling, financial advice, and managerial support.
- Leave policies to cater to a variety of diverse needs, including (but not limited to):
 - Paid overtime at 1.5x for additional directed hours
 - One day additional leave per year for house moving
 - Paid parental leave increasing from 20 weeks to 22 weeks by 2027, including support for both birthing and non-birthing parents, and accessible from 6 months of service.



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- 12 days of leave for menstrual and menopause-related needs.
- 10 days of leave for First People's Cultural Leave, for Sorry Business or observing other cultural events, occasions or ceremonies.

TERMS AND CONDITIONS

This is a permanent position based in Carlton, but with flexibility to work from home (part-time will be considered)

This position is classified at EV3. The commencing pay point will be determined by the successful candidate's number of years of relevant experience, as defined in the Environment Victoria Enterprise Agreement.

- Environment Victoria is an equal opportunity employer.
- Environment Victoria staff are required to operate in a manner consistent with organisational policies.
- After hours and weekend work will be required and is covered by flexi time and time-off-in-lieu provisions.
- Applicants must have the right to work in Australia, including a valid, appropriate, visa where applicable.

REPORTING

The Grants Coordinator will report to the Key Relationships Manager.

HOW TO APPLY

To apply for this position please submit the following:

- A cover letter explaining your interest in the role and how you meet the key selection criteria (maximum 2 pages).
- A current CV (maximum 4 pages).

Please email your application to work@environmentvictoria.org.au. Applications close 11:59pm Sunday 27th September 2026. Interviews will be held in early October.

The position will ideally commence late October.

We strongly encourage applications from Aboriginal or Torres Strait Islander people, people of colour, women, people with disability and members of the LGBTIQ+ community.



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All applications received will be screened to ensure they include the requested information in the appropriate format. Applicants will be advised if they have submitted an invalid application enabling them to resubmit before applications close.

For more information about the position or how to apply, contact People & Operations Manager at work@environmentvictoria.org.au.

