

Grant Writer

Job Description

- **Reports to:** CEO
- **Role type:** Fixed-term contract starting late September/early October 2026
- **Contract value:** \$20,000
- **Location:** Anywhere in Australia

Overview

We are looking for an experienced grant writer with a track record of success. Our pipeline analysis identifies just short of \$2.5 million in potential grant and major donor opportunities, with a conservative 'likely' revenue estimate of \$760,000. A contracted and specialised grant writer will focus solely on pursuing new or renewed revenue through these grant opportunities. Even capturing a conservative 20% of the 'likely' pipeline would generate ~\$150,000. By dedicating your focus to grant writing, you will also enable the CEO and team to focus on relationship building with major donors and corporate partners, digital fundraising and the successful delivery of ticketed events, arts and merchandise sales.

About 350 Australia

For over a decade, 350 Australia has been working for a future where the lands, oceans, forests, rivers and lakes that we all care about are thriving and everyone has what they need to live with dignity. From July 2026 – December 2028, our strategy is focussed on:

- Backing the protection and return of First Nations lands and island homes through our partnerships with Our Islands, Our Home and Protect Larrakia Country
- Working with Pacific communities on island and in the diaspora to keep fossil fuels in the ground, with a specific focus on stopping deep sea mining in the Pacific and coal projects in Queensland
- Shifting hearts, minds and spirits through storytelling, ceremony, community building and events
- Building and strengthening the movement for climate justice with training, resources, community building and digital tools
- Supporting everyday people, communities and movements to change policies, practices and resource flows in service of Country and climate

Our Values

- We embrace sacred behaviour on sacred land
- We care for and trust one another
- We are bold, creative, strategic, transparent and accountable
- We are stronger when we collaborate for justice

Key Responsibilities

- Work with the CEO to develop and submit high-quality grant applications across the identified pipeline, prioritising the strongest 'likely' opportunities
- Maintain and update the grants pipeline tracker so every opportunity, deadline and status is visible and current
- Research new funding sources aligned to our strategy, particularly around First Nations and Pacific land and sea protection, fossil fuel phase-out, and climate justice, and add viable opportunities to the pipeline
- Draft tailored application materials including project descriptions, budgets, logical frameworks and organisational profiles, ensuring each reflects our values and First Nations and Pacific-centred approach
- Coordinate internally to gather inputs from staff and partners for applications, and manage submission deadlines
- Track outcomes, report on successes and unsuccessful bids, and capture lessons learned to strengthen future applications
- Prepare renewal and follow-up submissions for existing funders where relationships allow

Bonus points if you are experienced in using [Grant'd](#) for identifying new grants and building out a donor pipeline.

To Apply

Please upload your CV and a cover letter that answers these three questions:

1. Can you share a brief example of a grant application you wrote that resulted in funding, and what was your specific contribution to its success?
2. How do you approach researching and tailoring an application to align with a funder's specific priorities and language, especially when working within tight deadlines?
3. Describe how you would manage multiple grant applications with competing deadlines while also maintaining a central pipeline tracker and coordinating inputs from various stakeholders.

Applications close at 11.59pm on Sunday 20 September 2026 with shortlisting and interviews to follow shortly after. We are aiming for a late September, early October start.