



Grants Lead Position Description

Job Title:	Grants Lead
Reporting to:	Head of Development
Direct Reports:	None
Travel Requirements:	Some travel may be required

EDO relies on our people to use their skills and experience to provide the best possible support to our clients and other staff. While this job description aims to outline the fundamental reason the role exists, the role may evolve as EDO evolves.

Position Overview & Purpose

Environmental Defenders Office (EDO) is the largest environmental legal centre in the Australia-Pacific, dedicated to protecting our climate, communities and shared environment by providing access to justice, running ground-breaking litigation and leading law reform advocacy.

The purpose of the Grants Lead is to support the growth and sustainability of EDO's philanthropic funding by identifying and securing grant opportunities, managing funding relationships and contributing to broader fundraising initiatives that strengthen EDO's impact.

Working closely with EDO's legal, scientific, policy and philanthropy teams, the role will play a key part in developing compelling grant applications and funding proposals and reports, managing the grant lifecycle from prospect research and application development through to reporting and acquittal, and ensuring funders are meaningfully engaged with the outcomes of their investment.

The role will also manage relationships with a portfolio of donors, supporting donor cultivation, stewardship and retention, while identifying opportunities to deepen engagement and grow philanthropic support.

As a member of EDO's philanthropy team, the role will contribute to a broad range of fundraising and engagement activities, including prospect research, donor communications, events, stewardship initiatives and the development of new funding opportunities.

The role requires excellent written communication, relationship management and project coordination skills, strong attention to detail and the ability to translate complex legal, scientific and policy work into compelling narratives that inspire philanthropic investment. It will suit a proactive, creative and collaborative individual who enjoys working across diverse projects and is motivated by connecting supporters with opportunities to achieve meaningful environmental impact.

At EDO, we believe that culture is shaped collectively and is built together. EDO has developed a set Cultural Narrative which guides our Ways of Working. Our Ways of Working have been developed to bring greater clarity to **how we work together at our best** – the behaviours, expectations and shared commitment that help us deliver impact while sustaining one another.

Key Responsibilities & Duties

The duties of the Grants and Philanthropy Officer include but are not limited to:

- Identifying, researching and assessing grant opportunities that align with EDO's strategic priorities, funding needs and long-term sustainability.
- Developing high-quality, persuasive grant applications, funding proposals and supporting materials tailored to the priorities and interests of prospective funders.
- Working collaboratively with EDO's legal, scientific and policy experts to develop funding concepts, articulate project outcomes and translate complex work into compelling cases for support.
- Coordinating the end-to-end grants management process, including application timelines, grant agreements, deliverables, reporting requirements and acquittals.
- Preparing accurate, engaging and timely grant reports that demonstrate EDO's achievements, impact and responsible stewardship of philanthropic funding.
- Building and maintaining strong relationships with grantmakers and philanthropic funders, including regular communications, updates and engagement opportunities.
- Managing and cultivating a portfolio of donors, developing tailored stewardship and engagement approaches to support donor retention, increased giving and long-term relationships.
- Identifying opportunities to deepen donor engagement and grow philanthropic support through personalised communications, funding proposals and meaningful connections with EDO's work.
- Supporting the planning and delivery of donor engagement activities, including briefings, webinars, site visits, private events and other experiences that showcase EDO's impact.
- Preparing donor communications, briefing materials, presentations and other fundraising collateral to support philanthropic engagement and giving.
- Maintaining accurate and up-to-date donor and grant records, including funding pipelines, relationship management activities, reporting and relevant information within EDO's fundraising systems.
- Monitoring and evaluating grant and donor engagement activities, identifying opportunities to improve fundraising effectiveness, donor experiences and internal processes.
- Contributing to broader philanthropy team priorities, fundraising campaigns and cross-organisational initiatives that advance EDO's mission and long-term financial sustainability.

Selection Criteria

The successful Grants Lead applicant will have;

Essential:

- 3+ years demonstrated experience in grants management, philanthropic fundraising and/or donor relationship management, with a proven track record of securing funding.
- Exceptional written and verbal communication skills, including experience preparing compelling grant applications, funding proposals, impact reports and other philanthropic communications.
- Demonstrated experience managing the end-to-end grants lifecycle, including prospect research, application development, grant agreements, reporting and acquittals.
- Proven ability to identify and pursue new funding opportunities, develop persuasive cases for support and align funding proposals with the priorities of prospective

grantmakers.

- Demonstrated experience building and maintaining strong relationships with philanthropic trusts, foundations, grantmakers and/or individual donors.
- Proven ability to translate complex technical or specialist information into accessible, engaging and persuasive narratives that inspire philanthropic investment.
- Strong project management and organisational skills, with demonstrated ability to manage multiple competing priorities, meet deadlines and deliver high-quality work with exceptional attention to detail.
- Demonstrated ability to collaborate effectively with senior leaders, subject matter experts and internal stakeholders to develop funding proposals and communicate organisational impact.
- Strong initiative, creativity and strategic thinking, with the ability to identify opportunities to grow philanthropic income, strengthen donor engagement and improve fundraising outcomes.
- Experience using fundraising databases, CRM system/s and other tools to manage funding pipelines, donor relationships and grant reporting requirements.

Desirable:

- Experience working in the not-for-profit, environmental, advocacy, legal or public policy sectors.
- Demonstrated success securing and managing significant grants from philanthropic trusts, foundations or institutional funders.
- Experience managing a portfolio of donors, including developing and implementing cultivation, stewardship and retention strategies.
- Knowledge of the Australian philanthropic landscape and relevant tertiary qualifications in Fundraising, Communications, Business, Marketing or a related discipline.

General

All staff have a responsibility to:

- Develop and maintain a good knowledge of EDO's role and policies.
- Represent EDO in a positive and effective manner by actively demonstrating EDO Values.
- Attend and contribute actively and constructively at staff meetings.
- Actively engage with and contribute to EDO's Reconciliation Action Plan (RAP).
- Maintain appropriate records, assist with office administration, such as files, computer and precedent systems.
- Seek opportunities for personal and professional development, particularly related to the team and position's specific areas of responsibility.
- Respond to requests by clients and fellow staff in a knowledgeable, professional, constructive and respectful manner.
- Provide accurate and timely data and information for reporting, fundraising and communications purposes.

Commitment to EDO's Values and Cultural Pillars:

All employees are expected to contribute to a workplace culture that reflects EDO's values and cultural pillars through their actions, behaviours and decision-making.



Thriving People & Professional Excellence

- Demonstrates professionalism, accountability, and commitment to continuous learning.
- Contributes to a safe, respectful, and supportive workplace where people can thrive.
- Delivers high-quality work and seeks opportunities to develop capability and expertise.



Shared Direction & Courageous Action

- Works collaboratively toward shared organisational goals and purpose.
- Demonstrates initiative, adaptability, and courage in addressing challenges and opportunities.
- Supports innovation and contributes positively to organisational change.



Grounded in Clarity, Strengthened by Trust, Driven by Ownership

- Acts with integrity, transparency, and accountability.
- Builds trust through respectful communication and follow-through on commitments.
- Takes ownership of responsibilities and contributes to effective decision-making.



Inclusive Impact

- Values and respects diverse perspectives, backgrounds and lived experiences.
- Demonstrates cultural competence and contributes to a culturally safe and inclusive workplace.
- Supports EDO's commitment to justice, equity, diversity and inclusion, including meaningful engagement with First Nations peoples and communities.



Purposeful Joy

- Contributes to a positive, connected, and respectful workplace culture.
- Supports the wellbeing of colleagues and celebrates achievements and contributions.
- Brings enthusiasm, curiosity and optimism to their work.

Supporting EDO Values

- Commitment – Working together to achieve environmental justice and positive outcomes for communities.
- Diversity – Respecting and valuing differences, inclusion and cultural safety.
- Integrity – Acting ethically, professionally and with accountability.
- Visionary – Embracing innovation, creativity and continuous improvement.