

Position Description:

Grant Writer – Philanthropic Funding

Assignment number:	PAU011350
Partner organisation name:	Orbost Arts Centre
Partner organisation location:	Orbost, Victoria
Key dates:	June – August 2026 Flexible based on volunteer's availability
Time commitment:	Approx. 8 hours per week
Assignment mode/location:	Hybrid: Initial visit then remainder of assignment to be undertaken online (Travel costs covered by ABV).

Purpose of the Role:

Support the Orbost Arts Centre to strengthen its financial sustainability through strategic grant writing and philanthropic funding research. This role will identify, develop and secure funding opportunities to support essential administrative staffing and priority projects, ensuring the Centre can continue to deliver high-quality arts, cultural and community outcomes.

This assignment forms part of ABV's Resilient Regions program, a community-driven initiative focused on building disaster preparedness, economic resilience and social cohesion across regional Gippsland. Working closely with local stakeholders, the volunteer will help enhance the Centre's capacity to sustain operations and contribute to broader community resilience.

With significant recent growth in programming, operations and community engagement, the Orbost Arts Centre now requires sustainable staffing support to maintain its expanded offering. This project, supported by East Gippsland Shire Council, will play a key role in securing the funding needed to underpin long-term organisational sustainability and strengthen local cultural infrastructure.

- Work with Orbost Arts Centre and key stakeholders to understand organisational needs and priorities
- Research and identify relevant philanthropic funding opportunities
- Develop a targeted funding strategy to support staffing and sustainability
- Prepare high-quality grant applications and provide strategic funding advice
- Deliver a mapped pipeline of suitable funders and a clear funding strategy
- Produce submission-ready grant applications and EOIs
- Strengthen the organisation's internal fundraising capability through practical guidance
- Prepare key deliverables, including:
- Philanthropic Opportunities Report

- Funding Strategy
- Completed grant applications/EOIs
- Final summary with recommendations and next steps for ongoing funding success

Selection Criteria:

- Demonstrated experience in grant writing and securing philanthropic funding, particularly for arts, cultural, or community based organisations. Experience supporting operational or staffing funding is highly regarded.
- Clear understanding of the operating environment of not-for-profit arts organisations, preferably within regional or rural settings, and awareness of contemporary philanthropic funding trends.
- Experience in researching, identifying, and prioritising suitable philanthropic funding opportunities, and in developing targeted funding strategies.
- Proven ability to work collaboratively with organisational representatives, local government, and other stakeholders.
- High quality written communication skills, including the ability to tailor funding narratives to different funders.

Prerequisites for undertaking volunteering assignments:

- To register with ABV (if not already registered):
 - ✓ At least 5 years relevant professional experience
 - ✓ You must be an Australian citizen or Australian permanent resident residing in Australia. Australian Citizens residing overseas may be considered on a case by case basis.
 - ✓ Willingness to complete a police check and Working With Children Check
 - ✓ Willingness to be interviewed and have references checked
- Once you have passed registration phase:
 - ✓ Willingness to interview for the role with ABV program staff
 - ✓ Acceptable police check and Working with Children Check before commencement
 - ✓ Sign the ABV Letter of Agreement (Code of Conduct, etc)
 - ✓ Medical check (external and ABV), compliance with all travel, entry and in-country requirements (where required).
 - ✓ You are expected to abide by any COVID regulations of the destination country or the partner organisation with whom you may work. These regulations will be made known to you.

How to Apply:

Please refer to this page on the ABV website for role closing dates: [ABV Open Assignments](#)

Please submit your expression of Interest to volunteers@abv.org.au confirming the following:

- The Role name and Assignment Number
- Confirmation that you are a registered volunteer with ABV **or** are willing to go through ABV's screening process to become a registered volunteer.
- **If you are a Registered Volunteer** - send a short paragraph outlining your relevant experience against each selection criteria.
- **If you are not a Registered Volunteer** – send your CV with a short paragraph outlining your relevant experience against each selection criteria.



- If there are any special considerations, we would need to make for you.

What will happen next?

- ABV will review all applications as they are received.
- Shortlisted candidates will be sent a Terms of Reference (ToR) document (Assignment Description).
- Candidates will be advised whether they are shortlisted for interview.

ABV is an equal opportunity employer and Aboriginal & Torres Strait Islander peoples, people from culturally & linguistically diverse (CALD) backgrounds are encouraged to apply for this position.