

Advertisement – Fundraising Assistant



August 2026

At Foodbank Victoria, we're growing to meet increasing demand for our services across the state. As we continue to expand our impact, we're investing in talented people who share our commitment to supporting Victorian communities.

We are on the lookout for a Fundraising Assistant, who will be a valued member of Foodbank Victoria's Fundraising & Marketing team, supporting the day-to-day administration of our Regular Giving program and donor services. From processing donations and managing supporter data to assisting with campaigns and donor communications, you'll help create positive experiences that strengthen supporter relationships and help ensure Foodbank Victoria can continue supporting communities across Victoria.

Why Foodbank:

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for 96 years. We deliver food to people who need it in three different ways: in partnership with our charity partners, through schools and via our regional Community Food Centres.

Across our network of over 450 charity partners and 1400 schools throughout Victoria, we have distributed over 25.1 million meals in the last 12 months and are currently feeding 76,000 Victorians a day.

While supporting our charity and school partners is at the core of what we do, as the state's dedicated emergency food relief organisation, we're also here to assist Victorians through natural disasters, pandemics and the 'invisible disaster' caused by the ongoing cost of living crisis.

Why we're right for you

Our people come for a career and stay for the mission!

You will join an organisation full of passionate and creative people who champion and invest in the vision of helping to fight for a food secure future for all Australians.

We strive for a diverse and inclusive workforce, fostering a culturally safe and supportive environment where everyone can bring their whole self to work.

Our locations span across metro and regional Victoria including Altona, Brooklyn, Ballarat, Morwell and our CBD support office but the warmth of our culture is unified across all sites.

Imagine a future with us:

- Support the administration of Foodbank Victoria's Regular Giving program.
- Assist with donor stewardship, engagement activities and fundraising campaigns involving Regular Giving donors.
- Respond to donor enquiries, feedback and requests promptly and professionally.
- Process donations, receipts and donor communications accurately and efficiently.
- Monitor supporter inboxes and assist with donation queries and correspondence.
- Maintain accurate and up-to-date supporter records within fundraising CRM systems, including Salesforce.

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- Support data integrity, quality assurance processes and reporting that informs fundraising performance.
- Contribute to efficient fundraising operations through strong administration, reporting and process support.

Why you're right for us:

- You want to be a part of a brand that's been around for over 96 years, and genuinely share our passion for our vision of healthy food for all.
- Able to live and breathe our values of empowerment, accountability, integrity, respect, diversity and equality.
- Experience in NFP fundraising, regular giving, customer loyalty programs or a similar administrative environment.
- Intermediate Salesforce Experience.
- Administration experience with payment platforms, such as Stripe.
- Proficient in Excel and Microsoft Office products.
- Natural aptitude towards problem solving in a support capacity ie. responding to requests for information or donor queries.
- Have a valid Victorian Driver's License.
- Have excellent written and verbal communication skills.
- Strong numerical and analytical skills.
- Well-developed organisational and time management skills.

We can offer you:

- Access to salary packaging benefits to increase your take home pay.
- Team member engagement above 75%.
- An organisation focused on employee wellbeing.
- Supportive team environment that embraces change and innovation.

Keen to apply?

- Please review the Position Description on our website in the 'Careers' section at www.foodbankvictoria.org.au and get to know us before you apply.
- Applications to include an up-to-date resume and cover letter.