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## Role Description

### Resource Mobilisation Coordinator

#### About our Organisation

The Women's Fund Fiji is an empathetic and adaptive feminist fund working to influence and mobilise financial and non-financial resources for feminist and women's rights organisations and movements, so they can progress the human rights of women, girls, and gender non-conforming people in Fiji.

We are relevant, effective and demonstrate value for money, adaptive and flexible, proud of our high-capacity team, effective in our dual approach to funding, capacity development and movement building, and reaching rural and remote communities.

We will address the problem of the unequal flow of financial and non-financial resources from donors, funders, power holders and decision makers to feminist and women's organisations and movements in Fiji.

#### Objective

The Resource Mobilisation Coordinator supports the development and implementation of the Fund's resource mobilisation plans. The role works closely with the Fund team to initiate, support the development and maintenance of lasting funding relationships and leads the Fund's fundraising efforts. The role reports to the Executive Director.

#### Outcomes

##### Organisational Stakeholders

##### 1. Institutional Robust Resource Mobilisation

- Comprehensive support provided to the Executive Director in the development, implementation and monitoring of the Funds resource mobilisation strategy, policies and annual work plans
- New Opportunities identified and the number and nature of relationships with institutional donors expanded
  - Monitor developments in the philanthropic sector and opportunities identified under the direction of the Executive Director.
  - Interest and awareness fostered in the international institutional donor and philanthropic communities on the strategic importance of funding and supporting women's and girls' rights
  - Initiate meeting with potential donors and partners in alignment with the Fund's Strategic focus areas
- Interface for the provision of the strategic guidance to complement the funds resource mobilisation strategy should include:
  - Collaboration with Senior Program Manager, Communications Officer, Finance & Operations Manager and MEAL coordinator including other person(s) as needed.
- Cultivate, maintain and nurture relationships with individual / institutional donors and solicit support as needed
- Maintain a level of engagement with the Fund's bilateral donors and different partners

## Outcomes

### 2. Effective Resource Mobilisation Ensured

Ensure grant funding proposals are prepared and submitted to individuals and institutional donors including but not limited to:

- Potential funding opportunities identified and calls for proposals analysed
- Writing/editing, and/or approving letters of intent, concept notes, and grant proposals for review, including assembling all required documentation in consultation with the MEAL, Finance and Program Teams
- Establishing fundraising benchmarks and indicators to measure and track resource mobilization efforts at national level making corrective actions as needed to ensure progress toward fundraising targets and secure sustainable resource streams

Ensure that proposals are managed in coordination with Fund team members and external stakeholders

- Proposal documents are complete, in line with member/partner funding interests

Cohesive leadership provided

- Support provided to strategic planning efforts
- Close consultation with external stakeholders maintained and strengthened
- Partners engaged in development of new funding initiatives where necessary
- Compliance with all relevant legislative, regional frameworks and policies are fully inclusive support the needs of people with disabilities not limited to the principles of good governance

### 3. External Visibility and Representation Ensured

- Information and insight about the Fund's work and trends in women's rights activism and support for women's rights provided to both internal and external constituencies including feminist movements through sharing information, attending meetings and events, and contributing to activities and publications.
- Positive relationships with institutional donors, partner organisations, policymakers, media and others established and strengthened
- The Fund is represented at national and international events
- Speak in public settings to sustain and build organisational visibility and influence
  - Advocacy support provided

### 4. Timely and Accurate Reporting Ensured

- Timely provision of relevant and accurate programme and activity related information/reports provided to Partners and WFF in alignment with the Fund's Resource Mobilisation Strategy
- Strategic feedback to the WFF Management on funding proposals, activities and programs including analysis of funding portfolios provided
- Effective contribution to the development of the Fund's key reports such as the Six-monthly and Annual Progress reports
- Timely and accurate submissions of quantitative/qualitative data ensured for executive decision-making

## Outcomes

- All program data collected and collated from trustworthy sources
    - Contribute to developing the Fund's communication and knowledge products
5. Teamwork and cooperation
- Team work ensured – working with various and diverse groups of people
  - Cooperation across WFF functions / departments
  - Collaboratively work to achieve the set targets and goals
6. WFF's reputation and value standards demonstrated and promoted
- Teamwork encouraged and promoted for the benefit of WFF
  - Encourage team members to uphold reputation and value standards

## Responsibilities - Critical Competencies

### Competence

### Description

#### Business

Strategic Development	Translate the strategic direction into action-oriented strategies and plans.
Business Performance	Manage performance levels against set deliverables.
Risk Management	Implement and manage a risk assessment program.
Planning	Develop a detailed work plan to achieve specified objectives.
Resource Management	Schedule resources over multiple work teams or units to maximise their effectiveness and achieve objectives; monitor the outcomes.
Information Analysis	Evaluate options and make decisions / recommendations based on information provided.
Documentation	Develop submissions and / or business plan documentation from options.
Communication	Communicate by conveying key issues and points through structured questioning and listening.

#### Stakeholder

Promotion	Promote products/services by demonstrating the benefits of these to the stakeholder
Commercial Focus	Analyse the cost aspects of a work area / project and determine its commercial viability
Relationship Building	Formalise business relationships through partnerships or agreements of mutual benefit e.g., service provision.

#### People

Problem Solving	Address the wider implications, consequences or causal relationships in a non-routine problem
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Competence	Description
Negotiation	Maintain a balanced approach demonstrating both empathy and focusing on facts, problems and solutions
Innovation	Create initiatives that impact on job efficiency and objectives across different work units/organisation

### Professional

Technical Strength	Develop the technical solution for a situation using fundamental principles and theory - technical adviser.
Financial Application	Conduct specified analysis of financial data highlighting issues and opportunities

### Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Marketing, research and communication	
<b>Desirable</b>		
Higher Degree incl. Post Grad Cert or Dip	Gender, Development Studies	

### Work Knowledge and Experience

A minimum of five years of relevant work experience, preferably in institutional fundraising in Fiji and the Pacific

Extensive practical experience in developing, delivering marketing and mobilizing resources approaches to a range of stakeholders and funders

Demonstrated communication skills and experience conveying complex information to stakeholders of varying levels of experience or ability

Has excellent English language skills (written and spoken). Being multilingual in languages spoken across the Pacific would be an added advantage.

Familiarity with developments and trends of professional fundraising and grant acquisition with the ability to translate and implement these into actionable plans

Demonstrated networks within civil society and private sector within Fiji

Sound understanding of gender and development issues in Fiji and the Pacific, desirable

## Work Knowledge and Experience

### Requirements

#### Language Proficiency

Excellent command of written and spoken English

#### Regulatory Compliance Requirements

Police Clearance

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## Interactions

### Interaction

### Comments

#### Internal

All Staff  
Executive Director  
Finance and Operations Manager  
Senior Program Manager  
Monitoring, Accountability and Learning Coordinator

#### External

Partners/Grantees  
Donors  
Civil Society Organisations  
Relevant Government Authorities  
Relevant Stakeholders  
Community

## Attributes

### Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

### Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Perceptive	Shows keen insight and understanding of issues or situations.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

### Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Numerate	Shows abilities in quantitative thought and expression.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.