

Resource Mobilisation Coordinator

Reports to:	Fund Manager – Fiji Women's Fund
Location:	Suva, Fiji (flexible)
Duration:	12–15 days per month until 31 December 2020, with possibility of extension

Program background

Pacific Women Shaping Pacific Development (Pacific Women) was announced by the Australian Government at the Pacific Island Leaders' Forum meeting in August 2012. It commits up to A\$320 million over 10 years in the 14 Pacific Islands Forum members. The program aims to improve opportunities for the political, economic and social advancement of Pacific women.

Pacific Women is implemented by Australia's Department of Foreign Affairs and Trade (DFAT) and works with a wide range of implementing partners, including the 14 partner governments, multilateral organisations, international and national NGOs, civil society organisations, and DFAT country posts.

The *Fiji Women's Fund* (the Fund) is an initiative of *Pacific Women*. The Fund will commit up to A\$10.5 million from 2017 to 2022. It provides funding and capacity development support to women's groups, organisations and networks in Fiji to expand and enhance their work on women's empowerment and gender equality. The aim of the Fund is to become an independently funded and managed Women's Fund by the end of 2022, and it seeks the following outcomes:

- Women's groups, organisations, or networks supported by the Fund are empowered and have the capacity (knowledge, skills, resources and relationships) to contribute to transformative change that improves women's lives.
- Women's groups, organisations, or networks supported by the Fund are having influence at different levels (individual / systemic and formal / informal) and are contributing to transformative change in women's lives.
- The Fund has transitioned to an independent local entity and has secured funding from donors, private sector, and local philanthropy.

The Fund is co-located with the existing *Pacific Women* Support Unit office in Suva, Fiji and operates as an independent entity to support grant and capacity building activities of Fiji-based implementing partners. The Fund team is currently comprised of the fund manager, senior program manager, communications officer, finance and administration officer, administration support assistant, two program officers, and a monitoring, evaluation and learning coordinator.

The Fund has established a steering committee to provide overall strategic guidance and support to the Fund including the allocation of funds. It is comprised of representatives from DFAT, the Fiji Ministry of Women, Children and Poverty Alleviation's Department of Women, the *Pacific Women* Support Unit, women's civil society organisations and the Fijian private sector.

The Fund has established a grants committee to assess and select proposals for funding and/or technical assistance allocation. It is comprised of representatives from DFAT, the *Pacific Women* Support Unit and steering committee and a member of civil society.

Purpose of the role

The resource mobilisation coordinator will be primarily responsible for supporting the development and implementation of the Fund's resource mobilisation plans and efforts. The coordinator will work closely with the fund manager and members of the Fund team to support building lasting funding relationships and contribute to the Fund's fundraising.

Roles and responsibilities

Resource mobilisation

- Support the fund manager to develop, implement and monitor the Fund's resource mobilisation strategy, policies and annual work plans.
- Cultivate, maintain and nurture relationships with major individual / institutional donors and solicit support as needed.
- Carry out the full range of activities required to prepare, write and submit grant proposals to individual and institutional donors including but not limited to:
 - researching potential funding opportunities and analysing calls for proposals
 - writing, editing, and/or approving letters of intent, concept notes, and grant proposals for submission, including assembling all required documentation
 - adhering to donor grant restrictions and reporting preferences
 - collaborating with the staff members to gather information needed for reporting
 - writing, editing, and/or approving the completion and submission of reports on existing grants
 - collaborating with the finance and administration officer to develop budgets and reports for donors as needed.
- Actively follow developments in the philanthropic sector and take advantage of opportunities to expand the number and nature of relationships with institutional donors.
- Foster interest and awareness in the international institutional donor and philanthropic communities on the strategic importance of funding and supporting women's and girls' rights.
- Interface with the Communications Officer to provide strategic guidance for the Fund's communication strategies to complement the Fund's resource mobilisation strategy.

External visibility and representation

- Provide information and insight about the Fund's work and trends in women's rights activism and support for women's rights to both internal and external constituencies, through sharing information, attending meetings and events, and contributing to activities and publications.
- Build and maintain positive relationships with institutional donors, partner organisations, policymakers, media and others.
- Represent the Fund at national and international events.
- Speak in public settings to sustain and build organisational visibility and influence.

Leadership and management

- Participate in strategic thinking and planning for the organisation and team.
- Project manage proposals in coordination with Fund team members and external stakeholders.

Knowledge, skills and abilities

- Strong commitment to women's rights and the values, goals and work of the Fund.
- Strong working knowledge of international development and women's and girls' human rights.
- Excellent, demonstrable command of English.
- Excellent writing, research and analytical skills.
- Demonstrated successful experience and effectiveness in relationship building, solicitation and stewardship of institutional donors.
- Highly developed communications and interpersonal skills (verbal and written), with the ability to interact with people from a wide diversity of backgrounds and cultures.
- Strict attention to detail.
- Ability to work independently and as a member of a team.
- Ability to contribute actively to quick decision making, and to organise work efficiently and effectively.
- Knowledge and command of standard office software and database systems.

Essential criteria

- A minimum of five years of relevant work experience, preferably in institutional fundraising in the Pacific.
- Relevant tertiary qualification, for example development studies, social sciences, or women's studies. Post-graduate qualification preferred.
- Professional experience of feminist movements, gender justice frameworks and international women's rights.
- Professional experience with and responsibility for project management and budget management.
- Demonstrated experience with the use of the logical framework or evaluation and monitoring frameworks.
- 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.

To apply

Please send applications to **applications@womensfund.org.fj** no later than 5.00pm (Fiji time) on Monday 10 February 2020.