

Vacancy

Resource Development Manager

Established in 1991, Habitat for Humanity Fiji is a non-profit Charitable Trust part of a global movement committed to improving living conditions and enhancing climate resilience for vulnerable Fijian communities by eliminating sub-standard housing and homelessness through integrated community development approaches.

Our strategic focus is to transform lives by tackling housing inequality by targeting market systems in social housing, recognising the key role that safe and adequate housing plays in achieving Sustainable Development Goals and building resilience to the ever-increasing threats of climate change-induced disasters, rapid urbanisation, epidemics and pandemics.

Habitat Fiji is strategically positioned for continued growth in the communities which we serve and is committed to providing a workplace with equal employment opportunity for all.

Applications are invited from empathic, creative, self-driven individuals to join our team as the **Resource Development Manager** reporting to the Regional Development Lead. The Resource Development Manager will lead resource development and institutional partnerships workstreams both across Fiji and the Pacific region including:

- (i) identification of prospective donors and partners,
- (ii) engagement with prospects,
- (iii) turning of opportunities into partnerships, and
- (iv) management of donor and partner relations for national and regional or multi-country partnerships.

The Resource Development Manager will work in coordination with the Pacific Task Force (PTF), Fiji National Director (ND), Program Leads, and Habitat for Humanity International colleagues, in supporting and leading resource development opportunities as they arise. You will also lead the development and subsequent implementation of a Pacific resource development strategy.

Essential Duties and Responsibilities

Donor mapping & prospect identification (30%)

- Research market trends, donors, and partnerships relevant to Habitat for Humanity Pacific vision & priorities and identify potential areas for funding.
- Analyze donor requirements and procurement process to identify funding opportunities and specific proposal requirements, including partnership, co-financing or match funding.
- Work with the Asia Pacific Resource Development (AP RD) team and Global Foundations, Organizations, and Institutions (GFOI) and PTF members to identify potential opportunities for match funding and to leverage funding from corporations for projects with FOI donors.

Build and maintain engagement (20%)

- In coordination with Habitat Fiji National Director, Habitat for Humanity International colleagues, and the NDs of PTF countries, foster and develop relationship with appropriate contacts in prospective donors and partners
- Seek out and attend networking and other events where appropriate.
- Increase the funding of current partners while attracting new ones.

Turn opportunities into partnerships (30%)

- Design or make a pitch to prospective donors and partners lead the co-creation of concept notes and proposals for regional or multi-country partnerships and support PTF country staff for single country opportunities.
- Coordinate the review, approval, and submission of concept note/proposal.

Manage relationships (20%)

- In coordination with Habitat Fiji National Director, Habitat for Humanity International colleagues, and the NDs of PTF countries, manage donor and partner relations for regional projects or initiatives and assist in national donor management if needed
- Ensure compliance to donor grant and reporting requirements
- Ensure effective data management through Habitat's Customer Relationship Management (CRM) platform.

Relevant Experience and Requirements

- Advanced degree or experience in engineering, resource development, strategic partnerships, donor reporting, project management, social science, humanitarian work, or related fields.
- At least 5 years of experience in resource development, fundraising and program.
- Experience working in a non-profit organization.
- Demonstrated track record in working with corporate, foundations and/or institutional donors.
- Strong Familiarity with institutional donor presence in the Pacific region (Pacific, AU, NZ, EU, US donors, etc.)
- Demonstrated planning, project management and facilitation skills.
- Experience in leading and coordinating successful program development processes.
- Proficiency in program planning and budgeting.
- Research and analysis, presentation, and negotiation skills
- Client oriented, excellent customer service mindset, innovative, creative and has strong technology skills.
- This position is envisaged as being filled by someone who is already a citizen or resident of Fiji but is also open to people from the region who have the right to residency in Fiji.

HOW TO APPLY

Habitat Fiji is committed to diversity and inclusion within its workforce and encourages qualified candidates from all religious and ethnic backgrounds, including persons with disabilities, to apply and be part of our incredible mission of bringing people together to build homes, communities and hope in Fiji. All Habitat Fiji staff, consultants and volunteers are required to undergo a police clearance check and working with children check prior to commencing employment. **Habitat Fiji has a zero-tolerance policy on child exploitation and abuse.**

Applications must include an updated CV with names of at least 3 recent referees, and a cover letter describing in 1 page, why you are the best candidate for this position. All Applications should be emailed to recruit@habitatfiji.org.fj no later than Sunday 01 December 2024. For any other details/queries please send an email to the above-mentioned ID.