

Vacancy

Short – Term Consultant – Resource Mobilization

Habitat for Humanity Fiji (HFH Fiji) is at a critical stage of growth. While partnerships and visibility has increased – and there is an emerging pipeline of new funding opportunities – there is a need to further strengthen and grow the pipeline of opportunities working across both existing and potential donors and partners, as well as exploring new and innovative funding channels. In parallel, HFH Fiji needs to step up efforts to secure unrestricted funding to support organisational sustainability.

HFH Fiji is now seeking a short-term consultant to drive resource mobilization activities, with expertise and a track record especially in securing institutional donor funding.

Purpose of the Assignment

- Rapidly convert the existing pipeline opportunities into confirmed funding commitments.
- Lead short-term, resource mobilisation efforts to further strengthen and grow the pipelines and drive potential funding opportunities.

Scope of Work

The Consultant will take a lead role in driving resource mobilisation efforts through to confirmed funding:

A. Pipeline Conversion

- Lead the process of securing commitments from submitted concepts and proposals, working closely with the ND. Ensure no viable opportunity stalls due to lack of follow-through.

B. Pipeline Development

- Lead development and growth of the funding pipeline, carrying out donor mapping, and identifying new donors and funding opportunities.
- For identified opportunities, coordinate and lead the development of high-quality concepts and proposals and support HFH Fiji donor engagement and outreach, through to proposal submissions.
- Work closely with the ND to secure commitments.

C. Active Donor Engagement

- Directly engage with corporate partners and major donors
- Develop and deliver targeted proposals and pitches
- Support and lead high-value meetings and closing conversations

D. Unrestricted Funding Mobilisation

- Identify and prioritise opportunities for unrestricted funding.
- Secure flexible funding through corporates, major donors, and partners.

E. Coordination with Asia Pacific Area Office

- Actively collaborate with the Asia Pacific Area Office Resource Development and Global FOI team to identify and pursue funding opportunities.
- Maintain and track a shared pipeline of prospects, and ensure coordination and follow-up.

F. Tracking and Reporting

- Manage and maintain the pipeline.
- Prepare and share reports to ND and Board
- Ensure ethical fundraising standards and regulatory compliance
- Collaborate with Board in fundraising engagement

Deliverables & Timelines

Deliverable	Expected outcome	Timeline
Pipeline conversion plan	Prioritised pipeline with clear actions	Within 2-4 weeks
Active donor engagement	Regular meetings, proposals and follow-ups with high prospects	Ongoing
Funding commitments secured	Confirmed funding agreements	Ongoing – first 3-4 months (heavy)
Unrestricted funding secured	Tangible increase in flexible funding commitments	Within 3-5 months
Expanded & strengthened pipeline	Increased number and value of qualified opportunities	Ongoing
Monthly performance updates	Clear reporting on funds secured, pipeline movement and risks	Monthly
Final outcomes report	Summary of funds secured, pipeline status and next steps	End of assignment

Consultant Profile

- Proven experience in fundraising conversion and deal closure
- Strong track record in corporate partnerships and major donor engagement
- Ability to move from strategy to execution
- Strong influencing and negotiation skills
- Experience in the Pacific or similar contexts (highly desirable)

How to Apply:

This is a local role and is open to applicants residing in Fiji. Applications must include a current CV with names of at least three recent referees, with a consultant profile and a cover letter describing in one page why you are the best candidate for this position. All Applications should be emailed to recruit@habitatfiji.org.fj no later than 30 June 2026. For any other details/queries please send an email to the above-mentioned ID.

HFH 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 HFH Fiji staff, consultants and volunteers are required to undergo a police clearance check and working with children check prior to commencing employment. **HFH Fiji has a zero-tolerance policy on child exploitation and abuse.**