

Vacancy

Short – Term Consultant – Resource Mobilization

Habitat for Humanity 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, Habitat Fiji needs to step up efforts to secure unrestricted funding to support organisational sustainability.

Habitat 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

- Scope donor landscape and identify opportunities and build a matrix
- 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.
- Identify multiyear funding opportunities

Scope of Work

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

- Development of a donor matrix (including sectors, estimated call dates and contact details)
- New Pipeline Development
- Modification of donor marketing materials, or slide decks.
- Support Donor Engagement
- Initiate new business relationships
- Development of 3 concept notes and 2 proposals (1 multi year)
- Unrestricted Funding identification and Mobilization
- Draft Business plan for engagement with donors.
- Coordination with Habitat Fiji Senior Management Team and as needed, with the Asia Pacific Area Office
- Coordination with Habitat various corporate focal points to solidify strategy and local approach.
- Tracking and Reporting deliverables with monthly updates to ND
- Documentation, filing and cloud back up and handover report.

Consultant Profile

- High level business negotiation skills
- Proven experience in fundraising conversion and deal closure
- Strong track record in corporate partnerships and major donor engagement
- Participatory design skills, including logical framework design and development.
- Ability to move from strategy to design and submission
- Strong influencing and good communications skills
- Sector experience in Fiji required
- Ability to utilize national policy and research to leverage position
- Confidentiality

Reporting to:

The consultant will report to the National Director and shall work closely with the Head of Programs, and the Program Quality Manager. Meetings with donors shall be accompanied by a senior Habitat official.

Duration:

The consultancy is for 3-6 months and the consultant shall be based in the Habitat Fiji Suva Office with some remote work and field research expected.

How to Apply:

This is a **local role** and is **open to applicants residing in Fiji**. Applications must include:

- A cover letter (1 page) describing why you are the best candidate for this position and explaining the attachments.
- A current CV with names of at least three recent referees.
- A consultant profile outlining relevant work experience and achievements.
- A scope of services, or business plan inclusive of workplan for the duration of the consultancy the consultancy rate and payment schedule (based on deliverables) stated.

All Applications should be emailed to recruit@habitatfiji.org.fj no later than 31st July 2026. For any other details/queries please send an email to the above-mentioned ID.

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.