



## **Job Description: Resource Development Manager**

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### **Job Purpose**

The Resource Development Manager (RDM) is a senior management role responsible for financial resource and mobilization support for Fiji Red Cross Society (FRCS). The person will focus on growing diverse income streams to enhance FRCS's influence, collaboration, and impact locally and at regional level.

The incumbent would work closely with Finance and Marketing/Communications to lead the development and execution of resource development strategies for different groups of donors, partners and corporate businesses through analysing the global and market trends. S/he will ensure the delivery of effective operations and drive implementation and action to achieve the annual fundraising targets as well align its activities to the overall strategic goal of financial sustainability for the Society.

The RDM will provide strategic support to the Director General and provide technical leadership on financial resource mobilization.

Key responsibilities include developing and implementing a financial resource mobilization strategy, building relationships and partnerships with donors and other funders, working with the program leadership team to identify funding opportunities in line with Fiji Red Cross Society's strategic intent, crafting EOIs and proposals to mobilize resources, and mitigating and escalating risks in the business development area.

The RDM will collaborate with the Fiji Red Cross Society institutional funding network and serve as the primary link for accessing fundraising assistance and support.

### **Job Responsibilities**

#### **Technical**

- Actively identify, pursue, and track funding and donor partnership opportunities in alignment with Fiji Red Cross's program strategies and priorities for new business development.
- Seek to grow income for Fiji Red Cross Society and local/national NGO partners through strategic regional and multi-country funding opportunities.
- Lead the design and implementation of resource mobilization approaches to diversify and increase income, contributing to FRCS's programmatic strategy.
- Manage the bid process from review of opportunities through to the development of high-quality competitive proposals to secure institutional donor funds at scale.
- Proactively engage with institutional donors in Fiji and the Pacific to facilitate technical program exchanges, influence policy, and identify areas of potential cooperation, including program funding.
- Collaborate with Fiji Red Cross Society to effectively match local program needs that align with affiliate-based public fundraising.
- Maintain and monitor the funding pipeline, lead income planning and forecasting at the regional level, and establish fundraising Key Performance Indicators (KPIs).
- Support coordinators and teams in engaging with key institutional donors.
- Ensure FRCS is compliant with funding policies and guidelines of donor institutions.



- Develop business opportunities domestically that would tap into fundraising streams for FRCS.

### **Leadership and Management**

- Lead bids for institutional donors and coordinate activities towards this end.
- Able to build a high-performance team and environment.
- Demonstrated ability to manage and motivate staff at different levels and from different backgrounds and experience.
- Strong leadership, spokesperson, and interpersonal skills

### **Representation and Communication**

- Represent FRCS with funders, partners, government agencies, and private sector organizations on business development.
- Effective engagement and influence with institutional donors and other stakeholders.
- Able to convey complex issues to diverse audiences.
- Excellent written and verbal communication skills for meeting, influence, and negotiation.

### **Finance and Funding**

- Maximize fundraising from diverse national, multilateral, regional and international institutions.
- Review program budgets to meet donor requirements and recover all costs.

### **Strategic Analytics**

- Analyze donor calls for proposals for aligning FRCS with program strategies.
- Understand political motivations, pressures, power dynamics, and challenges faced by colleagues, partners, decision-makers, and other actors.
- Demonstrate analytical skills, including taking calculated risks, engaging in strategic thinking, encouraging forward thinking, and learning, and operating within a global framework.
- Apply IT literacy and understand how to utilize technology to contribute positively to FRCS's objectives.

### **Other**

- Adhere to FRCS's principles and values.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

### **Job Requirements**

#### **Essential**

- At least 5 years at a senior level capacity with direct reports.
- Proven ability to identify new business opportunities and partnership.
- Ability to devise and implement resource mobilization strategies.
- Demonstrated networking, representational, and negotiation skills.



- Demonstrated ability to pro-actively facilitate a team across multiple functions and teams.
- Strong verbal and written communications skills in English and other languages.
- Strong proven ability to identify and articulate strategic and policy issues through effective oral and written briefs.
- Ability to make effective, timely decisions and take prudent risks.

**Education:**

- The minimum requirement is a university degree or equivalent in Business Administration, Commerce, Economics, or International Development or other relevant experience.

**Desirable Experience:**

- Minimum 5 years of experience in institutional fundraising experience (e.g., EU, multilateral agencies, Trusts, Foundations and Government agencies including DFAT and MFAT)
- Marketing experience and business development growth is a bonus.
- Demonstrated experience and very strong understanding of pursuing new funding modalities.
- Experience of working with technical teams to develop program proposals that are funded by institutional donors.
- Experience is successful fundraising activities for charitable organizations
- Experience of skills capacity building in relation to programme funding or related field.

**Key Attributes:**

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Commitment to safeguarding FRCS’s policies for all people who come into contact with the Society.

**Applicable to All Staff:**

1.	Must subscribe and adhere to the FRCS fundamental principles.
2.	Must sign the FRCS Child Protection Policy.
3.	Promotes gender development and equal opportunities in team development.
4.	Promotes Protection and Social Inclusion in program activities.
5.	Perform other related duties as assigned by the Director General.

**Position Requirements:**

<b>Education</b>	<b>Required</b>	<b>Preferred</b>
University degree or equivalent in Business Administration, Commerce, Economics, or International Development or other relevant experience.	X	
<b>Experience</b>	<b>Required</b>	<b>Preferred</b>
At least 5 years of relevant working experience business development or marketing	X	
Good understanding of the international humanitarian environment	X	



Experience of working for Corporate or the Red Cross Red Crescent		X
<b>Knowledge and Skills</b>	<b>Required</b>	<b>Preferred</b>
In – depth knowledge of marketing, event management and business development	X	
Demonstrated understanding of gender and diversity in programming	X	
Demonstrated coordination experience	X	
Experience in managing staff and programme/project teams	X	
Training/facilitation skills	X	
Self-supporting in computers (PowerPoint, Excel, Word)	X	
Strong communications and networking skills	X	