



## **Job Description: Resource Mobilization Coordinator**

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### **Job Purpose**

The Resource Mobilization Coordinator (RMC) is a coordinator role responsible for financial resource and mobilization support for Fiji Red Cross Society (FRCS). The person will support the Resource Development Manager and 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. She/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.

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 EOs and proposals to mobilize resources, and mitigating and escalating risks in the business development area.

### **Job Responsibilities**

#### **Technical**

- Support FRCS to ensure its sustainability through resource mobilization and domestic income generating activities.
- Develop and implement fundraising and income generation plans in line with the Society's 2021 -2026 Strategic Plan.
- Work with the Communications Officer to develop public relations and marketing kits to increase visibility of the Society and raise awareness on its activities.
- Identify and initiate opportunities for strategic relationships and partnerships with international, businesses and communities to build a broader donor base for the Society.
- Prepare and submit an annual plan and budget for all fundraising and income generating activities including partnership/grant income.
- Prepare annual Resource Mobilization Plan and Timeline for FRCS.
- Implement business plans and fundraising initiatives initiated by the Fundraising Committee and endorsed by the Board as outlined in the Timeline.
- Provide Senior Management with regular updates on strategic and operational progress on Resource Mobilization.
- Carry out other duties as requested by the Director General.

#### **Coordination within FRCS**

- Working with Financial Controller and Finance team on identified outputs and progress.
- Working with various departments within National Office.
- Working with Divisional Managers for Branch level activities and consultations.

#### **Lateral Relationships**



- Establish and ensure effective working relationships with the staff.
- Ensure effective working relationships with technical work plans and service departments at sub-national level.
- Maintaining and improving established links with relevant government agencies and in liaising with other relevant international agencies and organizations.

### **Leadership and Management**

- 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**

- 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 the Society 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**

- Excellent knowledge on annual planning and budgeting
- Excellent knowledge on resource mobilization and fundraising
- Good negotiation skills and partnership building with Corporate and individuals
- Excellent verbal and written English communication skills including presentation skills
- Excellent relationship management skills



**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 in 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	