



WWF-PACIFIC

JOB DESCRIPTION

Position title: Pacific Development and Resource Mobilization Manager

Reports to: Pacific Conservation Director, WWF Pacific,
Works closely and in coordination with Asia-Pacific Development Team, APGS, WWF network offices

Supervises: Consultant(s) as needed

Location: Papua New Guinea, Solomon Islands or Fiji. Possibility of being remote/hosted by another WWF office

Date: November, 2023

I. Background:

Papua New Guinea, Solomon Islands and Fiji are home to a wealth of biodiversity. From Papua New Guinea's largest intact tropical rainforest in the Pacific region and home to over seven per cent of the world's total number of species, to the Coral triangle and the centre of the world's marine biodiversity in Solomon Islands to the southern hemisphere's third longest barrier reef system in Fiji. The richness and diversity of species, people and culture found in the Pacific is unique and of global significance.

Climate change is part of the reality in the Pacific with impacts felt far and wide. Together with immense social and economic needs and a large dependence on natural resources both for communities and national economies, the challenges are massive for the collective population of an estimated 10.7 million people, who call Solomon Islands, Fiji and Papua New Guinea - home.

WWF Pacific's approach is to leverage approaches that allow for people, economies and nature to thrive together. Providing sustainable business and financing, testing and scaling up innovative nature-based solutions and enabling inclusive conservation approaches.

WWF's global strategy harnesses the strengths of the WWF network in a shared vision, focusing on six major goals - water, wildlife, the ocean, climate and energy, forests, and food – and three key drivers of environmental problems – markets, finance and governance. Our vision is to protect and restore nature for the benefit of people and nature.

WWF-Pacific has been working in the region for more than twenty years leading marine, coastal and terrestrial conservation efforts in Fiji, the Solomon Islands and Papua New Guinea. With the regional hub based in Suva, Fiji, WWF-Pacific is poised to increase its impact in the region through growth and potentially expansion into new geographies. If you are motivated, innovative and interested in a challenge of a lifetime, this position may be for you.

II. Major Functions:

The Pacific Development and Resource Mobilization Manager will be a member of the WWF Pacific Leadership Team (PLT) with responsibility to: lead and coordinate programme development, including fundraising, proposal development, quality assurance processes, coordinating and supporting donor relations and supporting overall efforts to ensure that programme development is in line and supportive of the WWF Pacific five year strategic plan and the related Monitoring, Evaluation and Learning (MEL) system across the Fiji, Solomon Islands and Papua New Guinea offices. The manager will work with key conservation and finance staff to develop annual and multi-year fundraising targets and a system for monitoring progress. Furthermore, develop, support and maintain effective Public Sector, Corporate and other donor partnerships together with the Director and Pacific Conservation Director, while ensuring the effective coordination, monitoring and implementation of fundraising proposals.

III. Major Duties and Responsibilities:

- Principally responsible for securing financial resources necessary to successfully implement WWF-Pacific's strategic plan with an annual fundraising target of USD\$3-5 million.
- Develop and coordinate the implementation of the WWF-Pacific Fundraising Strategy, including fundraising targets.
- Work with the Pacific Conservation Director and other relevant staff to develop and oversee a proposal development process to ensure effective and successful proposals, including a tracking system of our pipeline to ensure all proposals are recorded, tracked and escalated appropriately.
- Report proactively on the status of the pipeline and QA processes to Pacific Conservation Director, Proposal Leads, Project Managers and country office SMT on a monthly basis.
- Work closely with the Finance team to ensure a smooth and effective budgeting process for proposal development.
- Work with WWF-Pacific Programme Director, Pacific Conservation Director, Pacific Operations Director, Pacific Head of Communications, Pacific MEL Manager, Country Managers of Solomon Islands, Papua New Guinea and Fiji, Shareholders/PSP Gatekeepers, and WWF Network on funding priorities of donors to identify opportunities for fundraising.
- Lead fundraising coordination with WWF-International and WWF offices along with leads from WWF-Practices, Initiatives etc. to advance fundraising objectives.
- Lead effectively the coordination and preparation of proposals according to the WWF Pacific proposal development process. Ensure concepts and proposals meet all the requirements of donors and align with the WWF Asia Pacific strategy and country priorities.
- Ensure lessons from the project development process are captured and applied to improve future proposals.
- Be responsible for identifying, researching, developing and maintaining strategic partnerships with Public sector, Private sector and individual donors in close consultation and coordination with the WWF Pacific Programme Director, Pacific Conservation Director WWF fundraising teams across the network, with a focus on opportunities from the greater Asia-Pacific Region.
- Coordinate with Asia-Pacific fundraising team supporting regional fundraising efforts.
- Coordinate closely with the WWF Pacific ESSF Manager to ensure all Environmental & Social Safeguards are met as part of WWF policies.
- Act as the primary focal point for the coordination of Quality Assurance process within the office as well as for projects escalated for Regional Quality Assurance (RQA) and to the Quality Assurance Committee (QAC).
- Develop, implement and coordinate the WWF Pacific Quality Assurance process
- Support project developers to apply the office Quality Assurance process for all outgoing projects, including ensuring project plans are well documented, appropriate standards and escalations are identified and necessary approvals are in place.
- Work with the Regional and country Monitoring, Evaluation and Learning leads to ensure programmatic quality is monitored throughout the project lifecycle.
- Work closely with Pacific Head of Communications to ensure donors as an audience are addressed in regional and national communication strategy, to develop relevant communication assets supporting donor engagement, particularly private and individual donors and ensure that specific donor needs with regards to communication and branding are met.

IV. Profile:

Required Qualifications

- Master's degree in business management, conservation, development studies, political science or in relevant fields.
- At least 5 years of practical experience as a partnership or fundraising coordinator for a programme or project, 2 years of which should ideally be in the Pacific Region.
- Experience in developing and writing project proposals to a broad portfolio of philanthropic actors, including but not limited to public sector, foundations, corporate sponsors (such as USAID, GEF, DFAT, MFAT etc.).
- Successful fundraising experience with large-scale, multi country proposals (\$2-3 Million USD at least).
- Successful track record of cultivating funding partnerships across sectors.
- Experience of coordinating and negotiating with Government and donors at all levels.
- Excellent understanding of development partnerships, fund-raising, donor strategies, functions and international relations.
- Good understanding of conservation, development and political interests in WWF Pacific countries
- Experience and familiarity with M&E approaches.
- Ability to work remotely with a geographically dispersed team across multiple countries.
- Familiar with conservation and natural resource management issues and with those in the Pacific Region is an advantage.
- Familiarity with WWF donor offices is an advantage.

Required Skills and Competencies

- Exceptional written capability including the preparation of complex funding concepts and drafting of documentation to the highest standards of presentation, accuracy and clarity
- Able to summarise and simplify complex information, especially relevant to funding opportunities
- Technical fundraising expertise including problem identification and analysis, logical frameworks and proposal budgeting
- Excellent coordination and team facilitation
- Proposal development skills
- Donor engagement and partnership management
- Strong research skills
- Excellent strategic thinking
- Excellent presentation, communications, public speaking and negotiation skills
- Networking and interpersonal skills
- Fluency in written and spoken English, knowledge of another Asian/Pacific language is desirable
- Clearly demonstrate behaviors aligned to the culture of WWF: *Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly*
- Identify and align with the core values of the WWF organization: *Courage, Integrity, Respect & Collaboration*.

V. Working Relationships:

Internal:

- Proactively coordinating with Conservation and Operations staff across the PPO in Fiji, Solomon Islands and Papua New Guinea.
- Interact on a regular basis with PLT members, Strategy Managers and Technical Advisors. Support and facilitate the role of the national programme support staff and/or marketing & fundraising officers at country office levels.
- Coordinate and consult with the PSP Unit at WWF International and other WWF Network staff, especially those who have relations with partners in the region (e.g., PSP Gatekeepers in the National Organizations).
- Work closely with Finance teams to ensure a smooth budgeting process.
- Work closely with Monitoring, Evaluation and Learning leads.

External:

- Interact with government aid agency donors, specialists/ consultants, and other stakeholders.
- Cultivate partnerships and interact with the Private sector, Foundations and individual donors.
- Support collaboration with strategic partners as part of proposal development and fundraising

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs

Prepared by Supervisor: _____

Date: _____

Accepted by Staff member: _____

Date: _____