

Fundraising Coordinator

Fiji

This assignment has been negotiated in good faith with the Partner Organisation, and the information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

ASSIGNMENT DETAILS

Assignment title	Fundraising Coordinator		
Partner Organisation	Basketball Fiji		
Location	Suva, Fiji.		
Website of Partner Organisation	https://www.facebook.com/basketballfiji/		
Duration of assignment	12 weeks	Start date	7/06/2021
Type of assignment	Remote	Australian Organisation	FIBA
Time commitment	Full time (25 hours per week or more)		
	(Remote volunteers only)		

PARTNER ORGANISATION OVERVIEW

MISSION: Basketball Fiji's (BF) mission is to provide programs and competitions to develop the profile of basketball across the Fiji Islands and build the number of players, coaches, referees, administrators and sponsors within the Basketball Fiji community

CORE VALUES

- ☑ Be innovative in our approaches and processes
- ☑ To support the accessibility of Basketball to all
- ☑ Strive for passion and integrity in our deliveries
- ☑ Endeavour for excellence

BASKETBALL FIJI STRATEGIC GOALS

- 1 Develop Sustainable Basketball Development Infrastructure
- 2 Enhancement of player welfare and opportunities
- 3 Strengthen Good Governance and Management in Basketball Fiji
- 4 Ensure Sustainable Financial Performance and Growth
- 5 Strengthen Financial Reporting and Discipline
- 6 Market the Brand to a wider network
- 7 Increase visibility of basketball in all media in Fiji. It has become a tool for social inclusion, empowerment, and healthy living.

Basketball is about bringing people together

<https://www.facebook.com/basketballfiji/>

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Assignment details
Assignment overview
<p>The organisation sees the need to develop the profile of the sport in Fiji with the increasing number of interest for the sport across schools both at primary and secondary level. Basketball has been one of the oldest sport in Fiji, however due to consistent funding constraints the organisation has continuously had to seek funding sources to fund its activities. With the increasing demand and expectations to be on par with international standards BF seeks to engage the services of a skilled volunteer who is familiar with the sport, the local context and who has sufficient experience in resouce mobilisation to support the work of the organisation.</p>

Assignment objectives
<p>To lead on a comprehensive donor scoping exercise that explores opportunities among traditional donor base as well as opportunities from less traditional sources;</p>
<p>To develop a fundraising and donor engagement strategy;</p>
<p>Writing of grant applications in sourcing funds from suitable funding opportunities/grants with details on requirements and restrictions, target groups and areas of interest</p>
<p>To include all people directly affected by the volunteer assignment in the Partner Organisation and community, using strategies that promote: gender equality; inclusion of youth; inclusion of people with a disability; child protection and safeguarding; inclusion of marginalised groups.</p>

Duties and responsibilities of the volunteer
<p>Facilitate discussions with relevant staff on major activities and main priorities for BF for the year.</p>
<p>Provide support on strategies to leverage the profile of the school’s clinic program and other activities in order to further highlight and encourage potential sponsors;</p>
<p>Facilitate 3 hour sessions per week or more for staff and volunteers on appropriate techniques and development capacity of the organisation to take in this role</p>

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Selection criteria
<p>University graduate or relevant experience working in marketing and fundraising;</p>
<p>Proven understanding of the donor environment.</p>

Demonstrated experience in fundraising, resource mobilisation and donor engagement.
Experience in working with donors in an international context especially major donors, private foundations, bi-lateral and multi-lateral donors, UN agencies, trusts and other
Good written and inter personal communication skills.

Desirable skills, language and experience
Acknowledges the cultural diversity of working with people from the Pacific.
Willingness to learn basics of the local language.
Ability and willingness to modify training to suit the audience.

Line Manager	Chief Operating Officer
Staff Supervision	
Working relationships	<i>The role will work closely with the Fiji Basketball Development Officer to review strategic goals for the organisation and execute plans to secure funding for its activities and further develop the</i>
Hours and days of work	Monday Friday 9am - 4pm
Leave	N/A
Professional indemnity insurance	No - This assignment is not deemed to require professional indemnity insurance The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.
(Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment.)	

LIVING AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

Living allowance	\$30 The allowance levels are based on the cost of living in the host country location and are listed in SAIID. Allowances will be reviewed periodically and may increase or decrease
Accommodation allowance	
Language support	Language support is provided during the in-country orientation period. Most often, additional resources for further development later in the assignment will be available if required.
Country profile	Learn more about the host country location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and https://www.australianvolunteers.com/countries/fiji

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HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit:

<https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally, and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at indigenouspathways@australianvolunteers.com. Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more

Personal circumstances

Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose:

- If they want their same-sex partner to accompany them on assignment.
- If they want their partner, to whom they are not legally married, to accompany them on assignment.
- If they want their child(ren) to accompany them on assignment.
- If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.

(Delete any that do not apply)