

# VSA E-Volunteer Assignment Description

<b>Assignment Title</b>	Fundraising Specialist
<b>Country</b>	Vanuatu
<b>Location of Partner Organisation</b>	Luganville
<b>Partner Organisation</b>	Elwood J Euart Association 9Pacific War Museum)
<b>Duration</b>	6-months, part-time
<b>Sustainable Development Goals</b>	



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## 1. Partner organisation overview

The Elwood J Euart Association was set up in 2012 by a few long-time residents of Luganville to develop a world-class WWII museum to help the people of Santo and Vanuatu preserve and take pride in the Vanuatu's WWII history. It also offers a significant opportunity for employment and tourism. The association was registered as a charitable organisation in 2013 under the Charitable Associations Act (Cap 140) with the South Pacific WWII Museum being the registered name and the Elwood J Euart Charitable Association being the incorporated entity which will administer the museum.

The Association Executive Committee oversees and manages the administration of the South Pacific WWII Museum. The Executive Committee consists of six committee members, all of whom are residents of Luganville. A majority are long-time residents who have obtained citizenship status and have been instrumental in supporting the development of Luganville, Santo and Vanuatu. There are two full time paid employees, the Manager, and the Administration Officer.

The primary focus of the Association is to build the South Pacific World War II Museum to preserve the history of the largest Allied military base outside of the U.S. mainland and Hawaii during WWII.

The museum hopes to provide employment opportunities for ni-Vanuatu, increase tourism and preserve and educate the community about the WWII history of Santo, Vanuatu and the South Pacific. The economic beneficiaries would be the ni-Vanuatu who are employed and affected by the increase in tourism in the region. The museum will also be a catalyst to further development in Luganville, being a major drawcard for WWII-related tourism, as well is for its contribution towards the town's aesthetics given it will be constructed to resemble the Quonset huts widely used during WWII. The library, internet café and historical content of the museum will be of educational benefit to school children, visitors, and public.

## 2. Assignment overview

The volunteer will be a fundraising expert, who will provide professional advice, guidance and support to the team that already exists. This will considerably enhance the efforts of the team. This assignment builds on the work of two previous VSA volunteers involved in supporting marketing, and



communications with the WWII Museum project. The project will have a full time UNIVOL in this role in 2021, COVID dependent.

The Association hopes to generate enough support to ensure the volunteer can make one trip with the project team to New Zealand, Australia, and USA to promote the project.

### **3. Goal/outcomes/outputs**

#### **Goal**

The Museum Project shows significant growth in fundraising ability and capacity, demonstrated by increased donor interest, pledges for support and sponsorship.

#### **Outcome 1**

There is a revised version of the Fundraising Marketing and Communications (FMC) plan.

#### **Outputs**

- Work with the existing project team to review the FMC plan
- Assist in identifying potential funders and clearly outline the best strategy in approaching each one of them.

#### **Outcome 2**

The Project team and Board members have increased confidence and skills to fundraise to meet the Museums' goals.

#### **Outputs**

Together with the Manager of the Project Office, the Office Administrator, Members of the Board, and a NZ based Marketing and Communications Specialist:

- Provide support to the existing project team (to implement the revised version of the FMC plan)
- Assist in presentations and meeting potential funders
- Assist in applications for funding and grants, train and support staff in best practices
- Support the organisation to raise funds through pledges of support, both in-kind, or from monetary donations
- Build capacity of the Manager to impart these skills to future WWII museum employees through capacity building in daily work, and formal training sessions

#### **Outcome 3**

Ongoing mentoring is provided, giving advice and guidance when required.

- Provide ongoing mentoring to answer questions as they arise.
- Provide advice and guidance on fundraising initiatives.

### **4. Reporting and working relationships and capacity building**

This is an e-volunteer (e-vol) position. The volunteer will primarily communicate and work closely with the Manager of the Project Team Lengkon Tokon.

The volunteer and Elwood J Euart Association will have an ongoing relationship with the VSA programme manager in terms of assignment monitoring, reporting, professional advice, and personal support.



As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically review and reflect on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

## 5. Selection criteria/position requirements

### Person specifications (professional)

#### Essential

- Demonstrated experience in large scale, charity and/or Non-Government Organisation capital fundraising.
- Excellent written and spoken communication skills.
- Excellent networking skills and ability to connect with a wide variety of potential stakeholders including investors/sponsors.
- Sound negotiation skills
- Demonstrated ability to access and successfully engage with individual donors, corporate funding streams and philanthropic organisations.

#### Desirable

- Mentoring, training or leadership experience.
- Experience working with boards or executive committees.

### Personal specification (personal)

#### Essential

- Loyal, honest, trustworthy
- Highly motivated, disciplined, proactive and creative
- Ability to work cross culturally, share skills and knowledge and realise the opportunity for two-way learning.

#### Desirable

- An interest in history, particularly of WWII or the Pacific War and its historical impact on Vanuatu and the South Pacific.

## 6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross cultural awareness
- Adaptability and a willingness to approach change or newness positively
- Able to form good relationships, both personally and professionally, with work colleagues and in the community
- Resilience and an ability to manage setbacks
- Initiative and resourcefulness



- An ability to facilitate learning through skills exchange

## 7. Country Context

For more information about Vanuatu, see <https://vsa.org.nz/what-we-do/countryregion/vanuatu/>

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### Additional information

#### Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

#### Final appointment

Final appointment will be subject to satisfactory VSA clearances, and partner organisation acceptance.

#### Children's Act

VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

#### E-Volunteer package

The volunteer's package includes the following:

##### *Reimbursements*

Volunteers will receive a monthly honorarium of NZ\$90 for a part-time assignment. This amount is expected to reimburse the volunteer for costs associated with undertaking the assignment.

**Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.**

