

VSA Assignment Description

Assignment title	Fundraising Specialist
Country	Vanuatu
Location	Luganville, Santo Vanuatu
Partner organisation	Elwood J Ewart Association (South Pacific World War II Museum)
Duration	Two years



Sustainable Development Goals

41228

1. Assignment goal

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

2. Assignment outcomes

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 an Australian 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



As needs on the ground may change over time, the volunteer is encouraged to review and update the assignment description on arrival and during the assignment in consultation with the partner organisation and VSA programme manager.

3. Reporting and working relationships

The volunteer will report to the Manager of the Project Office and be accountable to the Board. While working alongside the Manager on a day to day basis there will be close communication and consultation with the Project team and Board members based in both Vanuatu and Australia. This includes James Carter, a Melbourne based employee of the museum, engaged as a specialist in marketing and communications to help facilitate the fundraising efforts, and Steven Turner, based in Perth and Luganville, who is a Board Member and Fundraising Sub Committee Member.

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

4. Capacity building

The total Museum project is costed at US\$20million. In order for this to be seen as realistic to potential funders and donors the project has been broken down into Phases. The first target is to secure funding to start construction of Phase 1 in 2020, so there is an immediate need to increase the effectiveness of fundraising efforts.

This assignment will build the capacity of the Project team staff and Board Members to achieve the project's ultimate fundraising goal.

5. 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.

6. Person specifications (personal)

Essential

- Loyal, honest, trust worthy



- 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.

Additional information

Residency status

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

Partner organisation

The volunteer's partner organisation will be the Elwood J Ewart Association.

Pre-departure briefing

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

Final appointment

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

Family status

VSA supports partners to accompany volunteers on assignments of six months or longer. However, volunteers with accompanying dependents will not be considered for this assignment.

Fundraising

Volunteers are encouraged to fundraise at least \$2000 with the support of VSA's fundraising team. Accompanying partners are encouraged to raise the same amount. All funds raised will help VSA keep its programmes in action and support future volunteers.

Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be inoculated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

Volunteer package

The volunteer's package includes the following:

- **Reimbursements and grants**

1. Volunteers will receive an establishment grant of NZ\$750 to help them set up in their country of assignment. For volunteers with an accompanying partner (whether or not that partner is also a VSA volunteer), VSA will pay an establishment grant of NZ\$1,100 per couple.
2. For two-year assignments, the volunteer will receive a rest and respite grant of NZ\$1000 on completion of the first year.
3. A resettlement grant of NZ\$200 will be paid for each month the volunteer is on assignment, for up to a maximum of 24 months. This is payable on completion of the assignment.
4. The volunteer will receive a monthly living allowance of VUV 107,580

- **Accommodation**

Basic, comfortable furnished accommodation will be sourced by VSA.



- **Airfares and baggage allowance**

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

- **Insurance**

VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

- **Utilities**

VSA will reimburse volunteers reasonable expenses for household utilities while on assignment.

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

Attachments

Appendix 1: Background to the assignment

Appendix 2: Living situation

Appendix 3: Vanuatu



Appendix 1: Background to the Assignment

Assignment focus

As the Elwood J Euart Association is a non-profit and charitable organisation, it needs to attract local, national and international attention and interest towards raising funds for the South Pacific WWII Museum project. The Museum project is costed at US\$20million with the aim of securing funding for Phase 1 throughout 2020, and start construction in the same year.

The Association already has a 2-year Fundraising, Marketing & Communications (FMC) plan: 2018-2020, along with a very comprehensive Business and Strategic (B&S) plan which sets out the vision, goals, and objectives of the project.

With reference to these two documents, the Volunteer will contribute towards:

1. Reviewing the FMC plan, and adapting new strategies and best approaches, aligned with the B&S plan that will assist the project in achieving its fundraising goal.
2. Assisting with implementation of the revised FMC plan.
3. Accompanying the traveling fundraising team to countries outlined in the FMC plan to meet and present to potential funders.

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 supporting marketing, communications and fundraising with the WWII Museum project.

The Association will have enough support to ensure the volunteer is able to make one trip with the project team to New Zealand, Australia and America.

Elwood J Euart Association

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. 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 in an effort 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 draw-card for WWII-related tourism, as well as 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 the general public.

Achievements



Below is a list of the key achievements to date:

- Formal registration of 'Elwood J Ewart Association' as a charitable organisation
- Recruitment of two ni-Vanuatu full time staff
- Acquisition and registration of approximately 7300 square-meters of land within Luganville town for the museum
- Setting up of the Project Office with a mini museum attached to provide the public and visitors a glimpse of what the museum will provide/look like when completed
- Completion of a two-year Fundraising, Marketing & Communications (FMC) plan: 2018-2020, along with a very comprehensive Business and Strategic (B&S) plan
- Establishment of the museum's website

Museum stakeholders and clients

Key stakeholders include the residents and visitors of Espiritu Santo, the Government of Vanuatu, donor agencies, private donors, business community in Espiritu Santo, the National Museum of Vanuatu, supporters and friends who share an interest in the South Pacific WWII Museum Project, and relatives of war veterans who were part of the Pacific war and served in Espiritu Santo during WWII.

Working situation

The volunteer will be working together with the Manager sharing office equipment and space in the WWII Museum Project Development Office. There is internet, email and telephone access at the office as well as a printer, copier and scanner. The office is air-conditioned and has fans. The museum display room adjoins the office and there is a security camera operating inside office/museum space. A Support Officer also works from the Project Office.

The office is located just off the main street of Luganville close to the town council offices and is easily accessible by foot or local transport (taxis and buses), fresh vegetable and fruit markets, and other amenities. Most of the shops, banks and offices will be a walking distance away.

Office working hours are between 8am and 5pm Monday to Friday, with an hour for lunch. The office will be closed during nationally declared public holidays. There are about 14 nationally declared public holidays in Vanuatu, but these may differ year by year.

The volunteer is expected to travel to New Zealand, Australia and America with members of the Project Team, as part of the assignment.



Appendix 2: Living Situation

Luganville, Espiritu Santo

Luganville and its semi-urban suburbs make up a town of around 20,000 people situated on the island of Santo. It is the second biggest town in Vanuatu. It has a comparatively large port servicing both trading and transport vessels. The airport is about 6km out of town and there are daily flights to the capital, Port Vila. It is well serviced by cheap taxis. Most parts of the east and southern coasts are accessible by road or track.

All the main banks in Vanuatu have branches in Luganville and there are fairly reliable national and international phone and email services. Two mobile phone/internet network providers are available. Several cafés and hotels offer free wireless internet if food is purchased and eaten on the premises. Volunteers can organise to have internet installed at their accommodation, and many volunteers use data packages on their phones. More detailed information on communications is provided in the pre-departure booklet.

The town water is reported to be safe to drink but it is advisable to boil before drinking as there are times when the water-treatment lapses and the public are not notified. Filtering is recommended as the water has a very high calcium content.

The shops in Luganville provide most everyday needs including food, cheap clothing, hardware etc. There is a market that sells locally grown fruit and vegetables. Fresh local meat, fish and French bread are also available. There are several reasonable restaurants and a range of hotels (suitable for back-packers to affluent tourists).

There is a variety of leisure activities in and around the town including, swimming, snorkelling, tramping/walking, diving and sailing. Some of these can be prohibitively expensive for volunteers. Leisure time is also spent drinking kava at the local nakamal, or beer and coffee at the more expatriate style cafés. There is a visible expatriate community in Luganville and, in such a small place, a new arrival becomes quickly known.

The climate is superb for about eight months of the year (from about April to November), warm to hot dry days, and cool evenings. The other four months are very hot and humid with temperatures ranging from a low of 25° to a high of 34°. Most New Zealanders find these months a bit of a trial, especially without air-conditioning (most volunteer accommodation and workplaces are without air-conditioning).

Basic furnished rental accommodation will be provided in Luganville. Houses generally have 24-hour power, a fridge, and running water. Attempted break-ins are not uncommon in the town; so many houses also have security mesh on the windows as a precaution. Windows are fly/mosquito screened. Town living can be noisy and dogs, in particular, take a bit of getting used to at night. Light sleepers should pack earplugs.

There are other VSA volunteers based in Santo as well as several volunteers from other volunteer agencies. The VSA office is also based in Luganville.



Appendix 3: Vanuatu



Map courtesy of wikipedia.org

Vanuatu comprises 86 islands, stretching in a Y-shaped archipelago from the east of New Caledonia to just below the southern-most islands of the Solomon Islands. Prior to independence in 1980, the New Hebrides, as Vanuatu was then known, was jointly ruled by Britain and France. The joint administration has left Vanuatu with a complex political and administrative legacy and this complexity is enhanced by the diversity of Vanuatu's culture and language. The politics of Vanuatu since 1980 have been very lively, with the initial post-independence stability giving way more recently to a series of coalition governments which have, at various times, crossed the Francophone/Anglophone divide.

Vanuatu has a population of 284,380 (called ni-Vanuatu, or of Vanuatu) who live on approximately 80 of the country's 86 islands. There are 81 languages actively spoken, and a nationally spoken Pidgin called Bislama, which is spoken by about 60% of the population. French and English are the official languages, Bislama the national language.

The climate is generally hot and humid although in winter the evenings can be cool. Temperatures range from 21 to 32 degrees. The rainy season is January to March. Most New Zealanders will find the climate very agreeable most of the time, although somewhat humid in the wet season.

For more information on Vanuatu, see:

- Government of Vanuatu website: <https://governmentofvanuatu.gov.vu/>
- Economic overview: <http://data.worldbank.org/country/vanuatu>
- New Zealand Aid Programme in Vanuatu: <http://www.aid.govt.nz/where-we-work/pacific/vanuatu>

VSA in Vanuatu

VSA has been working in Vanuatu since 1965. Our volunteers work in five out of Vanuatu's six provinces. They are helping to strengthen economic development, develop education, contribute to disaster risk reduction, correctional services and disability rights. VSA has a field office in Luganville staffed by a Programme Manager and a Country Programme Officer.

General Security

Volunteers are required to be security conscious and adhere to the advice of their partner organisations, VSA, and the NZ High Commission in Port Vila on security matters. If there is a major emergency or should security deteriorate, VSA has established emergency procedures and volunteers will be fully supported by the field staff in Luganville. The VSA field staff will go through the ground security measures with the volunteer on arrival in country and develop an individual security plan.

It remains good practice to secure belongings and valuables out of sight, not move about alone at night and avoid demonstrations, street rallies and public gatherings.

