

JOB ANNOUNCEMENT

Habitat for Humanity Cambodia (HFH Cambodia), a Branch of Habitat for Humanity International, is a global nonprofit housing organization bringing people together to build homes, communities and hope. HFH Cambodia has assisted over 15,000 low-income families in Phnom Penh, Siem Reap, Kandal, Takeo, Prey Veng and Battambang, where it has been active since 2003. HFH Cambodia is currently seeking a qualified local candidate to fill in the position of **Resource Development and Communications Officer** based in Phnom Penh with some travels to Provinces and project fields.

Job Responsibilities:

Resources Development:

- 1- Contribute to building a successful fundraising program of Habitat Cambodia by identifying prospects from within funding foundations, organizations and institutions, designing and initiating strategies, and producing materials, proposals, and applications as needed
- 2- Maintain donor relations including data management, relationship management with affiliates and donors that are either tithing or funding specific projects
- 3- Conduct detailed research to develop local fundraising strategies and implement outreach to government, major donors, foundations and corporations
- 4- Manage campaigns and events (i.e. Habitat Youth Leaders Build, World Habitat Day) together with the volunteer engagement manager and coordinate with counterparts at the regional level
- 5- Coordinate donor/partner visits and provide general support, as needed, and develop itineraries that will strongly engage prospect donors
- 6- Develop and implement local and international engagement programs (for high net worth individuals, influencers /celebrities, cause marketing partners, among others)
- 7- Manage the online fundraising initiatives of HFH Cambodia through Give2Habitat and HFH Cambodia website and other social media

Communication:

- 8- Contribute to the development of communication plan for the organization
- 9- Develop and maintain a variety of creative external communications materials in English and Khmer and lead the management of distribution, including (but not limited to):
- 10- Monthly newsletter
- 11- Web updates (HFH Cambodia website, social media - Facebook, twitter, YouTube, online fundraising)
- 12- Lead the overall media coordination and outreach, including the management of media database serve as the organization's media contact

Job Requirements:

1. Full commitment to HFHI-C Vision, Mission Statement and Mission Principles
2. Bachelors degree in relevant field required
3. Minimum 3 years of fundraising, communications, partnership/business development or relevant experience strongly preferred
4. Excellent team player
5. Excellent written and oral communication skills and translation skills required
6. Able to work effectively in cross-cultural settings; can support, negotiate and cooperate with those of other cultures
7. Good public speaking skills and presentation skills in Khmer and English languages
8. Proven experience using social media tools (e.g., Facebook, Twitter, YouTube, MailChimp) to energize donor audiences
9. Highly creative and resourceful, able to coordinate multiple tasks
10. Knowledge in Adobe Photoshop and InDesign and other design and web programs a plus
11. Basic knowledge or interest in Photography is a plus

How to Apply:

Interested candidates should apply with a completed **Application Form, updated CV and Cover Letter** (Do NOT attach other documents) mentioning the position title in the subject line of the e-mail to Human Resources Unit, HFH Cambodia, through e-mail: job@habitatcambodia.org by **09 July 2017**.

