

Habitat for Humanity Cambodia
Job Description

Name of Position	: Resource Development and Communications Officer
Job Grade/Class	: Grade 7
Current Holder	: None
Based at (Location)	: Phnom Penh, with required travels to provinces and project areas
Reports To	: Manager, Development and Engagement
Direct Subordinates	: RD & Communications Assistant
Assets under Control	: Resource development, communications & advocacy (when collaborating initiatives with advocacy officer) materials

Core Functions

The Resource Development and Communications Officer will 1) contribute to the development and implementation of the resource development and communications strategy of HFH Cambodia targeting local and international funding organizations/institutions, supplementing the elevation of overall donor engagement and fund development performance and facilitating the transmission of best practices. 2) He/she will be responsible for local partnership development and contribute to the drafting of quality proposals to private entities and funding organizations enhancing the overall reach of HFH Cambodia, facilitating and coordinating fundraising events and communication campaigns. 3) He/she will deliver high quality communication materials to various audience ensuring deepened relationships with donors and partners, including enhanced and effective media outreach. 4) He/she will also ensure that established procedures and guidelines are well maintained and followed. 5) He/she will collaborate in the implementation of solid ground campaign of HFH Cambodia.

Main Tasks

Resource 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. Support the development of specific annual resource development targets and implementation of strategies (including but not limited to annual appeals, special fundraising events – both international and corporate and major donor sponsored events locally/domestic Corporate Social Responsibility, etc.)
3. Maintain donor relations including data management, relationship management with affiliates and donors that are either tithing or funding specific projects
4. Conduct detailed research to develop local fundraising strategies and implement outreach to government, major donors, foundations and corporations
5. 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

6. Coordinate donor/partner visits and provide general support, as needed, and develop itineraries that will strongly engage prospect donors
7. Coordinate resource development and engagement activities together with other counterparts within the department and across programs-project leads and national office support teams
8. Develop and implement local and international engagement programs (for high net worth individuals, influencers /celebrities, cause marketing partners, among others)
9. Develop contacts and cultivate relationships among current and prospective donors
10. Manage the online fundraising initiatives of HFH Cambodia through Give2Habitat and HFH Cambodia website and other social media
11. Maintain staff, volunteer, donor and guest confidentiality at all times.

Communications:

12. Contribute to the development of communication plan for the organization
13. 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):
14. Monthly newsletter
15. Post engagement family-project updates
16. Periodic e-mail blasts
17. Web updates (HFH Cambodia website, social media - Facebook, twitter, YouTube, online fundraising)
18. Annual Report
19. Campaign materials
20. Work in collaboration with the Housing and Land Officer in planning, updating and executing the work plan of the solid ground campaign (“Supporting implementation and adaptation of the national housing policy to advance access to housing and secure tenure”)
21. Lead the overall media coordination and outreach, including the management of media database serve as the organization’s media contact
22. Work across the organization, building strong relationships with colleagues to stay informed of latest organizational and field developments
23. Maintain a positive external image of the organization
24. Participate in administrative activities as required
25. Support the department in coordinating with relevant units within Habitat Asia Pacific region

26. Other related duties, as assigned

***Authorities and
Authority Limits***

1. Accept local donations in cash and in kind together with the Finance Manager
2. Approve communication materials and merchandise
3. Confirm logistical requirements on behalf of the teams
4. Assign RDC assets to relevant staff during special fundraising events/builds
5. Provide HFH Cambodia information to various legitimate partners
6. Directly manage a junior (entry level) staff that will support in the overall RD and communications of HFH Cambodia

***Deliverables/
Performance
Measurement
Indicators***

1. Assigned RD and communications tasks are achieved/delivered on time and of high quality
2. Contributes to the achievement of yearly fundraising targets
3. Writing support and contributions in both English and Khmer are of quality and duly provided to National Office and various programs in a timely manner
4. Communications materials creatively produced and constantly up-to-date
5. Level of satisfaction of donors and sponsors continually high and expectations are highly managed
6. Events managed are successful and with high fundraising and participation turn out
7. Special fundraising events are organized, well-managed and creatively delivered
8. Social media efforts and general and advocacy media outreach elevated
9. Amplified media connections of HFH Cambodia for general communications and advocacy
10. All advocacy communications targets identified and agreed together with line manager and according to solid ground campaign in collaborating with Housing and Land Officer
11. Synergy between communications, RD and advocacy communications functions successfully leveraged
12. Positively and productively worked in collaboration with all units within the development and engagement department and other departments within Cambodia

Skills/Attribute and Experience

1. Self-motivated, possesses a positive and proactive outlook, flexible and able to work independently and without close supervision and when under pressure
2. Bachelors degree in relevant field required
3. Minimum 3 years of fundraising, communications, partnership/business development or relevant experience strongly preferred
4. Full commitment to HFHI-C Vision, Mission Statement and Mission Principles
5. Results-driven with highly developed interpersonal skills, excellent oral presentation and written skills – especially correspondence with donors and prospects.
6. Excellent written and oral communication skills and translation skills required
7. Comfortable operating in a nonprofit, resource-limited environment
8. Highly creative and resourceful, able to coordinate multiple tasks
9. Excellent team player
10. Able to work effectively in cross-cultural settings; can support, negotiate and cooperate with those of other cultures
11. Creative, out-going with excellent people skills with an upbeat and enthusiastic attitude
12. Proven ability to manage workloads and multiple priorities efficiently and with minimal supervision
13. Good public speaking skills and presentation skills in Khmer and English languages
14. Experience working with other NGOs
15. Has outstanding organizational skills
16. Proven experience using social media tools (e.g., Facebook, Twitter, YouTube) to energize donor audiences
17. Proficiency with Microsoft Office (Outlook, Word, Excel, Power Point, Publisher or other relevant software), Adobe In-Design
18. Knowledge in Adobe Photoshop and InDesign and other design and web programs a plus
19. Basic knowledge or interest in Photography a plus