

Habitat for Humanity Cambodia
Job Description

Name of Position	: Resource Development and Communications Assistant Volunteer (RDCA)
Job Grade/Class	:
Current Holder	:
Based at (Location)	: Phnom Penh, with required travels to provinces and project areas
Reports To	: Resource Development and Communication Officer
Direct Subordinates	:
Assets under Control	: Resource Development (RD) and Communications (Comms) materials

Core Functions This position is open for highly motivated fresh talents that are looking to have a solid entry level work in nonprofit. The RDCA will 1) Support and coordinate the development and implementation of the RD and Comms strategy of Habitat Cambodia targeting local and international funding partners, elevating overall engagement and fund development performance and facilitating the transmission of best practices. 2) He/she will coordinate and support for local partnership development with RD Comms and Advocacy Specialist and contribute to the drafting of quality proposals to private entities and the government enhancing the overall reach of Habitat Cambodia, facilitating and coordinating fundraising events and communication campaigns. 3) He/she will support in delivering high quality communication materials to various audiences ensuring deepened relationships with donors and partners, including enhanced and effective media outreach. 4) He/she will also support and ensure that established procedures and guidelines are well maintained and followed.

Main Tasks

Resource Development:

1. Support the development of specific annual resource development targets and implementation of strategies (including annual events, special fundraising programs – both local and international, etc.)
2. Support in donor relations, including data management,
3. Support in organizing campaigns and events (i.e. Habitat Young Leaders Build, World Habitat Day)
4. Provide general assistant for the donor/partner visits
5. Contribute to the implementation of local and international engagement programs (for high network individuals, influencers /celebrities, cause marketing partners, among others)
6. Support the implementation of Habitat Cambodia’s online fundraising.

Communications:

1. Contribute to the development of communication plan for the organization
2. Support in developing and maintaining a variety of creative external communications materials in English and Khmer and the distribution,

including newsletter, family profiles, website, social media, annual reports, collateral materials and others as need. Support in the overall media coordination and outreach, counting the management of media database Support in the implementation of Comms Advocacy

3. Work across the organization, building strong relationships with colleagues to stay informed of latest organizational and field developments and Support the department in coordinating with relevant units within Habitat Asia Pacific region
4. Maintain a positive external image of the organization
5. Participate in administrative activities as required
6. Other related duties, as assigned

Authorities and Authority Limits

1. Accept local donations in cash and in kind together with the Finance Manager
2. Confirm logistical requirements on behalf of the teams
3. Manage RDC assets with relevant staff during special fundraising events/builds
4. Provide Habitat Cambodia information to various legitimate partners

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. Special fundraising events are organized, well-managed and creatively delivered through his/her support
6. Social media efforts and media outreach elevated

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, and aims to have a solid growth in the nonprofit sector
2. Bachelors degree in relevant field required
3. Minimum 2 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. Excellent written and oral communication skills and translation skills required
6. Highly creative and resourceful, able to coordinate multiple tasks
7. Excellent team player
8. Able to work effectively in cross-cultural settings; can support, negotiate and cooperate with those of other cultures
9. Proven ability to manage workloads and multiple priorities efficiently and with minimal supervision
10. Good public speaking skills and presentation skills in Khmer and English languages
11. Experience working with other NGOs
12. Proven experience using social media tools (e.g., Facebook, Twitter, YouTube, MailChimp) to energize donor audiences
13. Proficiency with Microsoft Office (Outlook, Word, Excel, Power Point, Publisher or other relevant software), Adobe In-Design
14. Knowledge in Adobe Photoshop and InDesign and other design and web programs a plus
15. Basic knowledge or interest in Photography is a plus

Supervisor (signature/name): _____ Date: _____

Incumbent (signature/name): _____ Date: _____