



## JOB ANNOUNCEMENT

Habitat for Humanity International in Cambodia, a Branch of Habitat for Humanity International, is a global nonprofit housing organization bringing people together to build homes, communities and hope. HFHI Cambodia has assisted over 22,000 low-income families in Phnom Penh, Siem Reap, Kandal, Takeo, Prey Veng and Battambang, where it has been active since 2003. We are currently seeking a high qualified candidate to fill in the position of **Resource Development and Communications Manager** for six months based in **Phnom Penh** with extensive travel to project areas.

The RD and Communications Manager will lead and coordinate the development, implementation and evaluation of the Communications and Resource Development Program of Habitat for Humanity Cambodia, including the establishment of procedures and guidelines.

### **Job Responsibilities:**

#### **Resource Development**

1. Develops specific annual resource development targets and specific strategies on how to accomplish them (includes but not limited to Annual Appeal, and domestic Corporate Social Responsibility etc.).
2. Maintains donor relations including database management. This includes management of relationships with affiliates and national programs that are either tithing or funding specific projects.
3. Assists in the development of funding proposals to bi-lateral or multi-lateral funding agencies.
4. Provides strategic donor and program resource mobilization support to the Country Director, Senior Management Team, and the AP Resource Development Network.
5. Provides training/capacity building to HFHI Cambodia staff on Project Based Funding mechanisms, including concept note and proposal development, program cycle management, M&E and reporting requirements.
6. Supports and coordinates the NO in the drafting, editing and submission of grant concept notes and proposals and other aspects of solicitation in relation to the funding of operations and programs.
7. Proactively identifies program needs and funding opportunities through establishing relationships and working across key departments (Finance, Programs, etc.), supported by database research, site visits, electronic communications, etc.
8. Identifies programs/projects with greatest possibility for resource support through foundations and/or institutions, and/or identifies and articulates methods to improve projects so that they become attractive to potential donors.
9. Develops a network of funding agency contacts for future funding submissions, i.e. local foundation offices, in-country funding agencies, etc.

#### **Communications:**

10. Leads the organizations external and internal communications efforts.
  - Maintain listings, revisions and inventory of all communication materials.
  - Develop and maintain internal communications program using email, newsletter and marketing bulletin boards.
  - Direct the production of special communications projects, e.g., Annual Appeal, Firm History, display, audio and video programs.
  - Produce and edit speaker support presentation materials (print and PowerPoint) for HFH seminars and speeches.
  - Arrange for photography of events.

- Maintain the clipping and historical files.

11. Participates in the management of the organization's marketing program including:

- Work with the Senior Management Team on development of comprehensive communications/marketing plan for the organization.
- Coordinate the organization's printing and vendor relationships as they relate to marketing/communications.
- Supervise the organization's graphic design needs including coordination with external designers and agencies.
- Work with the Asia Pacific Resource Development and Communications Team to create and produce marketing materials to support fundraising activities of the regional office.

### **Job Requirements:**

1. Fully commitment to Habitat for Humanity Vision, Mission Statement, and Mission Principles.
2. Excellent written and verbal communications
3. Work effectively under tight deadlines and manage projects independently
4. Excellent people skills and an upbeat and enthusiastic attitude
5. Ability to work across cultures
6. Strong organizational skills and keen attention to detail
7. Strong computer skills
8. Superior professionalism and judgment
9. Strong work ethic
10. At least five years of experience in program development and marketing.
11. Prior association and/or international markets experience desired but not necessary.
12. A postgraduate degree in marketing, business, communications, or a related field is required.

### **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](mailto:job@habitatcambodia.org) by **31 December 2018**.