

## **Job Description**

### **Resource Development and Communications Manager**

<b>Name of Position</b>	Resource Development and Communications Manager
<b>Type of contract</b>	Local
<b>Based at (Location)</b>	Phnom Penh office, with extensive travel to provinces and project areas.
<b>Reports To</b>	Country Director
<b>Duration</b>	One year (possible extension)
<b>Direct Subordinates</b>	One RD and Communications Officer

**Core Functions** 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.

#### **Main Tasks**

##### **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 communications efforts including:

- Develop relations with media and serve as organization's media contact.
- Develop and maintain HFHI Cambodia "interview bank" of staff able to speak to media on country programs and general housing and community development issues.
- Draft, write, prepare and place organization's press releases
- Draft, write, prepare and place organization's print advertisements.
- Prepare announcements of new staff including bios, news releases and organization's announcements.
- Manage the development of all web content.
- Assist organization with writing and placement of articles in newspapers, business and publications and on the Web
- Draft, write, prepare and edit monthly newsletters and coordinate their printing and mailing.
- Produce flyers, event invitations and charitable support ads.
- Draft donor reports and annual reports ensuring that program and finance reports are properly aligned and reconciled prior to donor submission.
- Development of promotional and donor relation materials, including, but not limited to web site, social networking sites, annual reports, brochures, advertisements, and newsletters.

11. Leads the organization's internal communications efforts including:

- 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.

12. 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.

**Skills/Attributes and Experience**

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

Supervisor (signature/name): \_\_\_\_\_

Date: \_\_\_\_\_

Incumbent (signature/name): \_\_\_\_\_

Date: \_\_\_\_\_