

Habitat for Humanity Cambodia
Job Description

Name of Position	: Development Manager (DM)
Job Grade/Class	: 10
Current Holder	: Vacant
Based at (Location)	: Phnom Penh, with required travels to provinces and project areas
Reports To	: National Director
Direct Subordinates	: Volunteer and Institutions Engagement Manager, RD/Comm Officer

Core Functions

The Development Manager will report to the National Director as a FOI fundraiser for the Cambodia or the Regional contributing to the implementation of the Global FOI Framework. The Development Manager will contribute to identifying pipeline opportunities and FOI forecasts. S/he will support pre-positioning activity with HFHI/HFHC and contribute to coordination of FOI activity with relevant HFH colleagues. S/he will support the Global FOI team in collaborating across the HFH network to meet high levels of quality, productivity and service that leads to strong internal/external partnerships. The Development Manager will actively support HFHC to meet a target of approximately \$5M annually, increasing to \$10M+ annually in three years' time and contribute to team success. In accordance with HFHI's global standards, policies and protocols, develop and/or support and maintain all systems necessary for successful FOI fundraising in Cambodia.

Main Tasks

Fundraising and Partner Relationship (70% of time):

1. To actively contribute to developing relations internally and externally, support developing the Cambodia FOI pipeline, targets, and forecasts.
2. Support the ND in coordinating a collaborative process with HFH colleagues on FOI activity including pre-positioning, forecasting, Go/No Go, proposal development processes and the review of proposals.
3. Contribute to identifying opportunities through forecasts and market intelligence to help achieve HFHCs objectives.
4. -Identify and nurture partnerships with INGos/NGOs/For Profit entities who can help HFHC access new funding streams . -Develop and manage an active relationship with FOI donors and other platforms to gather intelligence on institutional funding opportunities
5. Prepare briefings and other informational materials that support the HFHC and HFHI leadership with FOI engagement as needed.
6. Build and maintain effective FOI relations domestically and regionally with guidance from the GFOI
7. Support the effective stewardship of awards in partnership with Grant Mangers and guidance from the SMT and the AP GFOI

8. Monitor the execution of the donor strategies implemented in close collaboration with internal HFHI/HFH colleagues.

Communications (10% of time):

9. Contribute to the development of communication plan for the organization
10. 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
11. 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
12. Maintain a positive external image of the organization
13. Participate in administrative activities as required

Mentorship and capacity building (15% of time):

14. To contribute to developing and training staff on FOI tools for effective fundraising.
15. Support the Asia Pacific Area Office with the design of relevant FOI tools and training and advice to the HFHI network to encourage FOI champions.

Other related duties, as assigned (5% of time)

Authorities and Authority Limits

1. Expense Approval based on DoA
2. Accept local donations in cash and in kind together with the Finance Manager
3. Provide Habitat Cambodia information to various legitimate partners

Deliverables/ Performance Measurement Indicators

1. Contribute to the FOI framework vision
2. Contribute to the creation and maintenance of a pipeline of opportunities worth \$10 M to USD 30M
3. Contribute to the coordination of G/NGs (15 plus)
4. Contribute to the coordination of Proposal Development (12 plus)
5. Contribute to creating at least 2 partnerships each year (not existing)
6. Contribute to at least 5 Successful awards
7. Contribute to strengthening external partnerships and maintain existing relationships with donors, government and CSO partners
8. continuously learning and improving personal GFOi skills

Skills/Attribute and Experience

9. Ability to prioritize
1. Full commitment to HFHI-C Vision, Mission Statement and Mission Principles
2. Minimum Required:
3. Education: Bachelor's Degree in International Development, Global Affairs or International Policy and Relations or related degree.
4. Years of Related Experience: 3-5 years of Proven FOI Partnership/Fundraising Experience
5. Active support of HFHI Values:
 - Humility – We are part of something bigger than ourselves
 - Courage – We do what's right, even when it is difficult or unpopular
 - Accountability – We take personal responsibility for Habitat's mission
 - Safeguarding: HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.
6. Resource development experience in contributing towards securing grants preferably with the top funders in the housing/shelter, community development, and related sectors.
7. Expertise in Internet research, specifically gathering and analyzing FOI grant programs, areas of concentration and grant guidelines/requirements, grant writing and budget development.
8. Good oral and written communication skills with strong interpersonal and presentation skills.
9. Solutions-oriented and collaborative in an evolving, dynamic, inter-cultural global team. Reflects the organizational principles through on time delivery of work products in changing work terrains as the organization rapidly evolves.
10. Disciplined; perform well under pressure and capable of balancing competing priorities; ability to meet deadlines.
11. Excellent organizational skills with good attention to detail.
12. Commitment to delivering excellent internal and external customer service.
13. Computer literate; able to use word-processing, spreadsheet, database and project and communication software eg Microsoft TEAMS for global information sharing and knowledge management

Preferred:

- 14. Working knowledge of BBCRM/Salesforce and Team Approach.
- 15. Good knowledge of FOI priority donors including funding processes.
- 16. Knowledge of and passion for Habitat for Humanity's worldwide mission..

Supervisor (signature/name): _____ Date: _____

Incumbent (signature/name): _____ Date: _____