



## 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. HFHI Cambodia is currently seeking a qualified candidate to fill in the position of **Development Manager** based in **Phnom Penh** field office with extensive travel to project areas.

### **Job Responsibilities:**

#### **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 National Director in coordinating a collaborative process with Habitat for Humanity 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 Habitat for Humanity Cambodia objectives.
4. Identify and nurture partnerships with INGos/NGOs/For Profit entities who can help Habitat for Humanity Cambodia 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 Habitat for Humanity Cambodia and Habitat for Humanity International 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 Habitat for Humanity International network to encourage FOI champions.

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

#### **Job Requirements:**

1. Uphold and remain committed to the Habitat for Humanity Vision, Mission Statement and Mission Principles.
2. Education: Bachelor's Degree in International Development, Global Affairs or International Policy and Relations or related degree.
3. Years of Related Experience: 3-5 years of Proven FOI Partnership/Fundraising Experience
4. Active support of Habitat for Humanity International 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: Habitat for Humanity International 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.
5. Resource development experience in contributing towards securing grants preferably with the top funders in the housing/shelter, community development, and related sectors.
6. Expertise in Internet research, specifically gathering and analyzing FOI grant programs, areas of concentration and grant guidelines/requirements, grant writing and budget development.
7. Good oral and written communication skills with strong interpersonal and presentation skills.
8. 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.
9. Disciplined; perform well under pressure and capable of balancing competing priorities; ability to meet deadlines.
10. Excellent organizational skills with good attention to detail.
11. Commitment to delivering excellent internal and external customer service.
12. Computer literate; able to use word-processing, spreadsheet, database and project and communication software eg Microsoft TEAMS for global information sharing and knowledge management.

#### **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 July 2020**.

Female and person with disability are strongly encouraged to apply.