

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 100,000 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 qualified candidates to fill in the position of **Senior Manager - Resource Development** based in **Phnom Penh** with travel to project fields.

Position Title: Senior Manager - Resource Development

Core Functions: The Resource Development Manager will lead and coordinate the development, implementation and evaluation of the Resource Development Program and MEAL system, including the procedures and guidelines, of Habitat for Humanity International in Cambodia.

Main Tasks:

A. Resource Development

1. Develops annual resource development targets and strategies.
2. Oversees strategic donor opportunities and networks for sustainable donor pipeline development, from bilateral and multi-lateral funding agencies, foundations and/or institutions.
3. Develops funding proposals, supports and coordinates the drafting, editing and submission of grant concept notes and proposals and other aspects of solicitation of funds from potential donors.
4. Trains and builds the capacity of HFHI Cambodia staff on Project Based Funding mechanisms.
5. Proactively identifies program needs and funding opportunities through establishing relationships and working across key departments and units within Habitat Cambodia.

B. Global Village Activities

6. Oversees the management and overall strategy of Global Village (GV) of HFHC, in accordance to the standards set by Habitat for Humanity International (HFHI)
7. Provides guidance to the Volunteer and Institution Engagement Manager on the planning of GV trips and coordination with HFHI – Asia Pacific Office and with Global Funding Network.
8. Oversees the budget preparation for in-country costs of GV teams, logistical support, coordination with the program teams on preparation of building sites and tools needed on the construction.

C. Monitoring, Evaluation, Accountability and Learning

9. Oversees the development, management and implementation of the MEAL system of Habitat Cambodia.
10. Ensures the quality, effectiveness, appropriateness of the MEAL system.

11. Supports and coordinates with MEAL, Resource Development, Communications and Program staff on the drafting of project proposal, development of Logframe and preparation of donor reports.
12. Ensures proper setup and effective functioning of beneficiaries' feedback/ complaint mechanisms to promote HFHC's accountability to all its stakeholders.

Job Requirements:

1. Uphold and fully committed to Habitat for Humanity Vision, Mission Statement and Mission Principles.
2. Excellent written and verbal communication
3. Excellent people skills and an upbeat and enthusiastic attitude
4. Ability to work across cultures
5. Strong organizational skills and keen attention to details
6. Strong computer skills with expertise on Office 365 applications.
7. Superior professionalism and judgment
8. At least five (5) years of experience in grant writing and development, fundraising, program development and marketing.
9. Prior association and/or international markets experience desired but not necessary.
10. A post-graduate 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 by **5 April 2021**.

Female and person with disability are strongly encouraged to apply.