

HABITAT FOR HUMANITY INTERNATIONAL IN CAMBODIA

Job Description

Senior Manager - Resource Development

Name of Position	Senior Manager - Resource Development
Type of contract	Local
Based at (Location)	Phnom Penh Office, with extensive travel to provinces and project areas.
Reports To	Country Director
Duration	One year (initial contract)
Direct Subordinates	Volunteer and Institutions Engagement Manager, Development Manager and MEAL Manager

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

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.

Global Village Activities - Provide leadership to the Volunteer Program and volunteer engagement services to ensure increased community involvement of both local and international volunteers. This position:

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.

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.

Skills/Attributes and Experience

1. Excellent written and verbal communication
2. Excellent people skills and an upbeat and enthusiastic attitude
3. Ability to work across cultures
4. Strong organizational skills and keen attention to details
5. Strong computer skills with expertise on Office 365 applications.
6. Superior professionalism and judgment
7. At least five (5) years of experience in grant writing and development, fundraising, program development and marketing.
8. Prior association and/or international markets experience desired but not necessary.
9. A post-graduate degree in marketing, business, communications, or a related field is required.