

Habitat for Humanity International in Cambodia

Job Description

Title:	Development Officer	Department name:	Resource Development
Reports to Title:	Development Manager, Resource Development	Cross-functional Reporting:	None
Location:	Phnom Penh	Job Grade:	5
Direct reports: List titles (or none)	None		
Position Summary:			
<p>The Development Officer will work with the Development Manager to support resource mobilization in HFHC for the purpose of increasing diversified and sustainable funding for greater HFHC’s program impact. This position will lead a dynamic funding portfolio, including foundations, organizations, and institutions (FOIs), high net worth individuals (HNIs), international and local corporates, and local fundraising among others. The position will support the development and implementation of business plans and resource development strategy, working closely with GFOI, Asia Pacific (AP) FOI, AP/Area Office (AO) Resource Development, Global Funding Networks (GFNs), Mekong Hub, and various teams in HFHC.</p>			
Main Tasks:			
<p>PROPOSAL DEVELOPMENT AND RESOURCE MOBILIZATION (60%)</p> <ul style="list-style-type: none">1. Contribute to fundraising efforts of HFHC’s resource development through diversified funding sources such as FOIs, HNIs, GFNs and local corporates.2. Lead and support proposal development processes that contribute to successful funding proposals by working closely with GFNs, AP, and FOI teams.3. Contribute to the development and implementation of HFHC Resource Development strategy and business plan.4. Research and track donors’ funding opportunities, trends, priorities, and interests.5. Lead and support grant agreement process and project startup workshops.			
<p>PRE-POSITIONING AND PARTNERSHIP (20%)</p> <ul style="list-style-type: none">1. Lead and support prepositioning process with FOI donors, including USAID, EC, BMZ/GIZ, World Bank, ADB, Australia DFAT, etc.2. Support partner mapping and engagement, and building strong relationship with GFNs, Area Office, and AP/GFOI.3. Develop and keep up to date high-quality and tailored presentations, project and program factsheets, capacity statements, and other communications materials as needed4. Collaborate with the communications department on public relations-related activities			

GRANT MANAGEMENT SUPPORT (15%)

1. Make sure reports are submitted on time, are of high quality, and meet the donor requirements (template, required supporting documents, etc.)
2. Prepare grant-related documentation and paperwork (term-sheets, contracts, disbursement requests, etc.)

KNOWLEDGE AND INFORMATION MANAGEMENT (5%)

1. Support systems and processes for knowledge management to meet the HFHC needs and standards.
2. Keep accurate record of funding opportunity pipelines, funding/income trackers and project reports

Success Criteria: Indicate the metrics or other standards that will be used to measure success in this role.

- Contribution to FOI fundraising at approx. US\$1m per year and to other funding sources at approx. US\$1.5m per year.
- Development of proposals and concept notes (12 or more per year)
- Support provided to donor and partner engagement activities (12 or more meetings per year)
- 2 donor engagement strategies developed and implemented per year
- 2 capacity statements developed and updated per year
- Coordination on reviews and approvals for project reports (10 projects per year)

Typical Training & Experience

(Education, and Experience - briefly describe the **minimum** education and/or experience required)

Required Knowledge & Expertise

(Competencies and other specifics related to this role and level required)

Education:

- Bachelor's degree in relevant discipline such as development studies, economics, management, etc.

Experience:

- At least one-year experience in proposal writing, project/program designs, or resource mobilization.
- At least one-year experience working on donor engagement and partnership building.
- Knowledge of development theory, sectoral programs, technical models, approaches and issues

Preferred – in addition to minimum:

- Ability and willingness to work a flexible schedule.
- Proficiency in e-mail, internet, Microsoft Word, Excel and PowerPoint.

Competencies:

- Basic understanding of logical framework, budget creation and reporting.
- Fluency in English (written and verbal).
- Strong organizational skills and excellent writing, verbal communicational and presentation skills.

Cambodia	<ul style="list-style-type: none"> • Excellent management and interpersonal skills. • Strong interest in international development and global development issues, practices and principles. • Creativity in developing creative and innovative fundraising activities and materials. • Proactive, strong team-player, strong collaborative approach • Uphold and fully commit to Habitat for Humanity Vision, Mission, and Values.
Values and Safeguarding	<ul style="list-style-type: none"> • Active support of HFHI Values: <ul style="list-style-type: none"> ○ 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.
Authorities and Authority Limits: <ul style="list-style-type: none"> • Communication on Habitat Cambodia’s behalf with FOI and non-FOI donors. • Representation of Habitat Cambodia in networking, engagement events and activities with external stakeholders, through pre-positioning process. • Provision of Habitat Cambodia’s information to various legitimate partners. 	
Working Conditions and Requirements: Travel Expectations (Percent of time spent traveling) International: ____ Domestic: ____% Will the individual in this role typically work with children or HFH beneficiaries: Yes () No ()	
Form Submitted by: Phat Sokhim	Date: 17 September 2017