

Habitat for Humanity International in Cambodia Job Description

Title:	Deputy National Director	Department name:	
Reports to Title:	National Director, Cambodia	Cross-functional Reporting:	None
Location:	Phnom Penh	Job Grade:	12
Direct reports: List titles (or none)	Senior Manager – Operations, Volunteer and Institutions Engagement Manager, Senior Manager – Resource Development, Communications and Marketing Manager and Senior Manager – Finance and Admin		

Position Summary:

Reporting to the National Director, the Deputy National Director will have both internal and external facing responsibilities, ranging from resource development to operations. The Deputy National Director will partner closely with the National Director to chart HFHC's future growth and strategic response to an ever-changing development landscape.

Under the direction of the National Director, the Deputy National Director (DND), oversees the implementation of the country program strategy and ensures smooth operations of HFH Cambodia programs, as well as to promote good stewardship of Habitat's resources. The position will also manage the Business Development Manager, Marketing and Communications Manager and the PDMEAL Manager.

Main Tasks:

Resource Development & Global Village Activities – 45%

- Develops, implements, and monitors resource development strategies and targets.
- Oversees strategic donor opportunities and networks for sustainable donor pipeline development, from bilateral and multi-lateral funding agencies, foundations, institutions, multi-national corporations and/or private donors.
- Leads the development of 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.
- Manages, trains, and builds the capacity of HFHI Cambodia staff on relevant resource development mechanisms (i.e., Project Based Funding mechanisms)
- Proactively identifies program needs and funding opportunities through establishing relationships and working across key departments and units within Habitat Cambodia.
- Lead the development and management of local fundraising, in accordance with the standards set by Habitat for Humanity International (HFHI)
- Provides guidance to the Volunteer and Institution Engagement team in developing, implementing and monitoring strategies in cultivating mission-aligned partnerships to enhance volunteer engagement opportunities

Leadership and Strategic Management – 30%

- Develops, implements, and monitors HFHC strategic and business plans, the annual operating plan and budget that meet commitments to partners in impacting positively on people’s housing conditions. and meets long-term Country Business Strategic Plan, the annual operating plan and budget.
- Models servant leadership and preserves, upholds, and promotes Habitat for Humanity mission, principles, and core values.
- Leads, inspires, and empowers team members through recruitment, development, and engagement of personnel to promote the purposes and achieve the goals of the organization.
- Nurtures an organizational culture 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 and related policies
- Represents Habitat for Humanity to different stakeholders in Cambodia such as government, donors, partners, communities, and development communities as needed.

Country Operations – 20%

- Oversees successful operations of Habitat Cambodia Programs through effective governance and support to Compliance, Support Services and People Management Teams.
- Ensure all HFHC’s and partners’ activities/results are monitored & reported in a professional manner to internal and external stakeholders; serve as lead for partner stewardship reports while working with Habitat Resource Development Team and Marketing & communications team to develop each donor report.

Communications and Marketing – 5%

- Manages HFHC’s projects and programs’ visibility to Donors, Beneficiaries, and other stakeholders
- Manages internal and external communications to Habitat entities and other Stakeholders

Success Criteria:

- Habitat Cambodia's Strategic Business Plan is developed, successfully implemented, and monitored.
- Annual resource targets are met, and strategies are developed
- Successful operations of Habitat Cambodia Programs and effective management of Global Village.
- Successful development, management, and implementation of HFHC’s MEAL system.

Typical Training & Experience

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

Required Knowledge & Expertise
Education:

- A post-graduate degree in marketing, business, communications, or a related field is required

Experience:

- At least seven (7) years of experience in senior leadership, grant writing and development, fundraising, program development and marketing.
- Successful experience in coordinating the institutional capacity building and training staff in the implementation of Performance Management systems.

Preferred – in addition to minimum:

- Strong computer skills with expertise on Office 365 applications.

(Competencies and other specifics related to this role and level required)	<ul style="list-style-type: none"> • Excellent people skills and an upbeat and enthusiastic attitude • Excellent written and verbal communication • A master's degree in a relevant field is preferred. <p>Competencies:</p> <ul style="list-style-type: none"> • Basic understanding of logical framework, budget creation and reporting. • Fluency in English (written and verbal). • Excellent management and interpersonal skills. • Excellent written and verbal communication skills in English and Khmer are required, demonstrating sharp critical thinking, presentation skills and problem-solving abilities. • Demonstration of superb organization skills, and attention to detail. • Strong people management skills: able to work across departments, cultures, and contexts to build consensus and coordinated action.
Values and Safeguarding	<ul style="list-style-type: none"> • Active support of HFHI Values: <ul style="list-style-type: none"> ○ Humility – <i>We are part of something bigger than ourselves</i> ○ Courage – <i>We do what's right, even when it is difficult or unpopular</i> ○ Accountability – <i>We take personal responsibility for Habitat's mission</i> • Safeguarding: <i>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.</i>
Authorities and Authority Limits: <ul style="list-style-type: none"> • With Payment and Budget Authority per Delegation of Authority (DOA) 	
Working Conditions and Requirements: Travel Expectations: International: <u>5% to 10%</u> Domestic: Percent of time spent traveling: <u>15</u> % Will the individual in this role typically work with children or HFH beneficiaries? Yes (<input type="checkbox"/>) No (<input type="checkbox"/>)	
Form Submitted by:	Date