

## Habitat for Humanity International in Cambodia Job Description

<b>Title:</b>	Senior Manager for Resource Development (SMRD)	<b>Department name:</b>	Resource Development
<b>Reports to Title:</b>	National Director	<b>Cross-functional Reporting:</b>	None
<b>Location:</b>	Phnom Penh	<b>Job Grade:</b>	11
<b>Direct reports: List titles (or none)</b>	Resource Development Officer Resource Development Assistant		

### Position Summary:

The Senior Manager for Resource Development (SMRD) reports to the National Director and leads the fundraising function of Habitat Cambodia. S/he is expected to contribute to the implementation of the Global Foundation, Organization, and Institution (GFOI) Framework, RD strategies; identify pipeline opportunities and forecasts; supports pre-positioning activity with HFHI/HFHC; and coordinates RD activity with relevant HFH colleagues. S/he supports the Global FOI and RD teams in collaboration with the HFH network to meet high levels of quality, productivity and service that leads to strong internal/external partnerships. This role actively supports Habitat Cambodia in meeting its target of approximately \$5M annually, increasing to \$10M+ annually in three years' time and contributing to team success. In accordance with HFHI's global standards, policies and protocols, this role aims to develop, support and maintain all systems necessary for successful fundraising in Cambodia. The Resource Development Advisor will receive GFOI training/orientation and will work closely with GFOI and AP representatives.

### Main tasks:

#### I. Fundraising (50% of time):

1. Develop and update, where applicable, implement and monitor resource development strategies and targets.
2. To actively contribute to developing relations internally and externally, support developing Habitat Cambodia's FOI pipeline, tracking the calendar of opportunities for the donor's next funding cycles, targets, and forecasts.
3. Oversee 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.
4. Proposal Development (including FOI proposals):
  - Manage and lead high quality proposal development and technical writing for award opportunities, call for proposals and or concepts as well as solicitation for bids and FOI donors utilizing collaborative platforms
  - Coordinate and collaborate with the HFHC proposal development team (to include programs, finance, and PDMEAL) to submit successful bids
  - Team effectively with internal and external stakeholders to best position for success in achieving strategy.

- Cambodia collaborate and participate in the entire proposal process including conceptualization, social assessments, producing compelling content, making revisions, submission, and follow-up.

5. Support local fundraising initiatives, in accordance with the standards set by Habitat for Humanity International (HFHI)

**II. Pre-Positioning and Partnership (30% of time):**

6. Lead the pre-positioning works of Habitat Cambodia, including strategies and plans for donor and partner engagement/meeting. In partnership with VP GFOI and Cambodia ND to prepare a FOI/PEER donor tour.
7. Monitor the competitive landscape, assessing new programmatic approaches vis-à-vis donor priorities and adopting good practice strategies to enhance the competitiveness of proposals and or concepts
8. Collaborate across the organization, building strong relationships with colleagues to stay informed of latest organizational, field developments, program development strategies and support the department in coordinating with relevant units within Habitat Asia Pacific region
9. Research, analyze, develop, reach out and track relationships with new and current prospects (INGOs/NGOs/For Profit entities) that can support HFHC to access new funding streams and produce pitch decks, promotional reports, capability statements.
10. Lead in HFHC's business intelligence gathering and networking to pro-actively form or join consortia and partnerships which match HFHC's mission and strategy.
11. Develop and manage an active relationship with FOI donors and other platforms to gather intelligence on institutional funding opportunities.
12. Build and maintain effective FOI relations domestically and regionally with guidance from the GFOI
13. Maintain a positive external image of the organization

**III. Mentorship and capacity building (15% of time):**

14. To contribute to capacity building and training of 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 HFHI network to encourage FOI champions.
16. Conduct a short competency audit and develop tailor-made support process and monitoring that integrates coaching and mentor of staff in their day-to-day work

**IV. Knowledge Management (5% of time)**

17. Identify, create, and manage organizational memory, strategies, practices that adds value to grants
18. Synthesize and produce debriefs to inform management as to progress, roadblocks, and other relevant performance (organizational or programmatic) details
19. Participate in any HFHI communities of practice

**Success Criteria:**

- Contribute to the Resource Development Strategy of Habitat Cambodia
- Contribute to the creation and maintenance of a pipeline of opportunities worth US\$10M to US\$30M
- Contribute to the coordination of G/NGs (15 plus)
- Contribute to the coordination of Proposal Development (12 plus)
- Contribute to creating at least 2 partnerships each year (not existing)
- Contribute to at least 5 Successful awards

- Cambodia**
- Contribute to strengthening external partnerships and maintain existing relationships with donors, government and CSO partners
  - continuously learning and improving personal GFOI skills
  - Ability to prioritize

**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:**

- Education: Master’s degree, or Bachelor’s degree with longer experience, in International Development, Global Affairs or International Policy and Relations or related degree.

**Experience:**

- Years of Related Experience: 3-5 years of Proven FOI Partnership/Fundraising Experience
- Resource development experience in contributing towards securing grants preferably with the top funders in the housing/shelter, community development, and related sectors.
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**Preferred – in addition to minimum:**

- Expertise in Internet research, specifically gathering and analyzing FOI grant programs, areas of concentration and grant guidelines/requirements, grant writing and budget development.
- Working knowledge of BCRM/Salesforce and Team Approach.
- Good knowledge of FOI priority donors including funding processes.
- Knowledge of and passion for Habitat for Humanity's worldwide mission.

**Competencies:**

- Good oral and written communication skills with strong interpersonal and presentation skills.
- 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.
- Disciplined; perform well under pressure and capable of balancing competing priorities; ability to meet deadlines.
- Excellent organizational skills with good attention to detail.
- Commitment to delivering excellent internal and external customer service.
- Computer literate; able to use word-processing, spreadsheet, database and project and communication software e.g., Microsoft TEAMS for global information sharing and knowledge management

<p>Values and Safeguarding</p>	<ul style="list-style-type: none"> <li>• <b>Active support of HFHI Values:</b> <ul style="list-style-type: none"> <li>○ <b>Humility</b> – <i>We are part of something bigger than ourselves</i></li> <li>○ <b>Courage</b> – <i>We do what’s right, even when it is difficult or unpopular</i></li> <li>○ <b>Accountability</b> – <i>We take personal responsibility for Habitat’s mission</i></li> </ul> </li> <li>• <b>Safeguarding:</b> <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></li> </ul>
<p><b>Authorities and Authority Limits:</b></p> <ul style="list-style-type: none"> <li>• Communicate on Habitat Cambodia’s behalf with FOI and non-FOI donors.</li> <li>• Represent Habitat Cambodia in networking and engagement events and activities with external stakeholders (e.g., through pre-positioning process).</li> <li>• Provide Habitat Cambodia’s information to various legitimate partners.</li> </ul>	
<p><b>Working Conditions and Requirements:</b></p> <p>Travel Expectations:  International:  Domestic:                      Percent of time spent traveling: __%</p> <p>Will the individual in this role typically work with children or HFH beneficiaries:  Yes ( <input type="checkbox"/> )      No ( <input type="checkbox"/> )</p>	
<p><b>Form Submitted by:</b></p>	<p><b>Date:</b></p>