



## JOB ANNOUNCEMENT

### Senior Manager for Resource Development

Habitat for Humanity Cambodia is part of Habitat for Humanity International and began operations in 2003. We work with diverse international and local non-governmental organizations, microfinance institutions, corporate partners, and local and national authorities to build a better life through safe and affordable homes.

Habitat Cambodia provides technical expertise, including safe and affordable house designs, water and sanitation programs, an innovative approach to housing combining market development, housing finance, and housing support services; advocacy for secure land tenure; and pro-poor housing solutions 2003. Habitat Cambodia takes a holistic approach with partners to help informal settlers gain access to secure terms under the local government's social land concession scheme. Technical expertise is provided to micro-finance institutions and low-income families by constructing good-quality and affordable homes.

Since 2003, Habitat Cambodia has served more than 118,059 families to improve their living conditions through housing interventions, WASH facilities, community development programs, and partnerships with microfinance institutions in the provinces of Phnom Penh, Siem Reap, Kandal, Svay Rieng, Preah Vihear, Kampot, Tboung Khmum, Kampong Cham and Battambang.

#### **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:**

### **Fundraising (50% of time):**

- Develop and update, where applicable, implement and monitor resource development strategies and targets.
- 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.
- 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.
- 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.
  - Lead, collaborate and participate in the entire proposal process including conceptualization, social assessments, producing compelling content, making revisions, submission, and follow-up.
- Support local fundraising initiatives, in accordance with the standards set by Habitat for Humanity International (HFHI)

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

- 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.
- 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
- 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
- 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.
- 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.
- Develop and manage an active relationship with FOI donors and other platforms to gather intelligence on institutional funding opportunities.
- Build and maintain effective FOI relations domestically and regionally with guidance from the GFOI
- Maintain a positive external image of the organization

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

- To contribute to capacity building and training of staff on FOI tools for effective fundraising.
- 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.
- 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

### **Knowledge Management (5% of time)**

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

### **Success Criteria:**

- 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
- 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

### **Key Requirements:**

#### **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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#### **Minimum:**

##### **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

### **Active Support of HFHI Values**

- **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.

### **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, Habitat Cambodia, through e-mail: [job@habitatcambodia.org](mailto:job@habitatcambodia.org) by **5 PM on November 25, 2022**.

Females and people with a disability are strongly encouraged to apply.

## **About Habitat for Humanity**

[Habitat for Humanity](#), founded in 1976, is a global, Christian-based nonprofit organization that grew out of an intentionally multi-racial community in rural Georgia. Seeking to put God's love into action, Habitat brings together people of all faiths and people of no faith to build homes, communities and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability and

self-reliance they need to build better lives. Habitat seeks individuals who have a willingness to affirm these principles and values.

At Habitat for Humanity International, we embrace a history rooted in creating equity and take our mission seriously by courageously committing to culture and workplace where all staff feels safe, welcome, visible, respected, supported and valued. As an equal opportunity employer, we realize that our success depends upon building an inclusive workforce of diverse perspectives and encouraging people of varied races, ethnicities, national origins, tribes, religions, ages, gender identities and expressions, genders, sexual orientations, marital statuses, disabilities, veteran/reserve national guard statuses, socio-economic statuses, thinking and communication styles to work with us.

We also require that all staff take their ethical responsibilities to safeguard our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening and be held accountable for upholding our ethical behavior policies, including safeguarding and whistleblowing.