

ACTIONAID CAMBODIA

JOB DESCRIPTION FOR FUNDRAISING MANAGER

Job Title	:	Fundraising Manager
Department	:	Fundraising
Location	:	Phnom Penh (frequent travel to the field)
Reports to	:	Country Director
Staff Supervision	:	Sponsorship Officers, Sponsorship Assistant, Intern and ` volunteers

Job Purpose: dimensions:

The position is responsible for donor engagement, fundraising and proposal writing, and managing high value fundraising projects, international partnership development (IPD) and mobilization of strategic resources to support ActionAid Cambodia programme. S/he will also oversee overall functioning of the Sponsorship unit to ensure effective organizational performance in managing child links.

The position will lead a team of 5 staff.

Working Relationships:

- Programme Team including the policy/campaign and partnership department
- Senior Management Team
- Donor partners and civil society organization and supporters
- International Fundraising Team, International National Fund raising Coordinator, IPD Core Team and Regional Coordinator
- Fundraising Team of Affiliate Countries

Duties and Responsibilities:

1- International Partnership Development (IPD)

- Lead the development, reviewing, and updating of fundraising strategy/funding plan (in line with the AA international fundraising policy), to meet the strategic requirements of the CP in consultation with CD and key programme staff
- Networking, updating, and liaising with key donors in the relevant development area from within and outside the country
- Provide an effective coordination for the establishment of proposal development working groups with representatives from key stakeholders within and outside ActionAid.
- Advice programme and policy team, finance, working group on relevant donor requirements/compliance, potential funding opportunities, changes in donor priorities and ensuring quality grant management for all related projects.
- Support the coordination of the Immersion Programme to influence donor priorities
- Establish a consultancy database in line with AA procurement service policies.

- Identify and source quality technical and programming support in a timely manner
- Maintain up to date knowledge on donor funded projects and ensure reporting is completed to the donor in a timely manner
- Support the drafting of external reports and work with Programme teams to finalize these in accordance with donor requirements and timelines
- Ensure resource mobilization team have individual work plans and up to date development plans
- Collaborate and coordinate with IPD core team members for support, advice and ideas

2- High Value Fundraising

- Liaison with all Funding Affiliates for any fundraising-related communications
- Work closely with all the Funding Affiliates and relevant programme department/unit to ensure a timely submission of proposals and concept notes, Project Report/Project Progress Reports to donors and funding affiliate.

3- Child Sponsorship Management

- Oversee the development and operation of innovative child sponsorship unit following the guideline set out in the child sponsorship policy and ensuring good integration of child sponsorship and programme work at all level of ActionAid's work through active coordination and engagement in the planning and implementation of the programme
- Maintain ongoing contact with the affiliate countries supporting child sponsorship in Cambodia and keep the SMT informed of any changes to the Child sponsorship procedures and policy
- Ensure all reporting requirements for child sponsorship are strictly adhered to per the requirements of the affiliate country
- Monitor and advice the AAC SMT on the ICS (1), (2) and (3) implementation and flag issues in a timely manner
- Ensure fund raising materials and services to sponsors are of best quality, timeliness, highly cost effective, and are of high competitive status.
- Establish an efficient mechanism to ensure accountability at all level of ActionAid team, as well as its partners, and communities toward community and donors in term of fund utilisation
- Support the development of CH submission plans and annual communication plan with the sponsorship team

4- Team Management:

- Mentor, coach and counsel staff on a day to day basis
- Manage & co-ordinate all the department work, ensuring correct, full transparent and accountable financial, administrative and operational procedures are followed
- Manage staff performance and provide regular feedback to staff, including interns and volunteers on their performance
- Conduct and document staff annual performance reviews as per the AAC guidelines
- Liaise with the Programme to attain input and support for the work of the Resource Mobilization Department
- Oversee the activities of the Resource Mobilisation Department by providing guidance to Programme staff through making regular field visits to see programme work in action.
- Ensure all procurement is in accordance with ActionAid and donor guidelines
- Submit all internal progress reports (monthly , quarterly) in a timely manner
- Manage basic HR requirements in accordance AAC HR policies

- Identify training needs of staff, including volunteers, and assist to create individual development plans
- Organize staff development days on a regular basis that focus on key issues within the department and AAC
- to contribute to the overall success of the project
- Assist and support project team to implement project activities effectively
- Ensure maintenance of updated filing system(soft and hard)
- Other responsibilities as requested by the Country Director

Working Conditions:

For the incumbent to be effective and efficient in the performance of his duties and responsibilities he must be provided with a minimum of the following:

1. Room with instructional equipment: Computer, whiteboards, desk;
2. Sponsorship policy, and other Guidebook related to sponsorship;
3. Training opportunities;
4. Support from other managers and team and;

Required Skills:

To be able to carry out the above responsibilities, the Resource Mobilization Manager should have the following capabilities:

- Master degree in relevant discipline and min of 5 years working experience in international development
- Excellent understanding of sponsorship function and its linkages.
- Excellent understanding of AA’s strategy and rights based work.
- Ability to meet tight deadlines and work independently, be innovative and creative
- Excellent interpersonal communications skills (written and verbal)
- Ability to draft quality reports and case studies
- Demonstrate strong facilitation, negotiation and networking skills
- Excellent computer skills
- Demonstrate understanding and commitment to shared values of the organization: mutual respect; equity and justice; honesty and transparency; solidarity with poor and marginalized people; courage of conviction; and humility.
- Have empathy as well as high commitment in working with poor and marginalized people.
- Gender sensitive
- Working in team and team building

Job Holder’s signature:

Line Manager’s signature:

Date: _____

Date: _____

HROD Coordinator’s Signature:

Country Director’s Signature:

Date: _____

Date: _____

Disclaimer:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within the classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Part of the benefit package:

- Provident fund (pension fund) – ActionAid provide additional 6% to your provident fund to be kept for your pension/saving
- As a New Year bonus, additional one-month salary to be provided at the end of March
- Medical fund (to be included in your monthly salary)
- Gratuity: a 13th month salary after each year of service (in lieu of indemnity)
- Your gross monthly salary range UDS 1,200 - 1,285 (cost of living adjustment conducted Every year and an annual incensement of one step per year applied unless there is new rule)
- You have an annual leave of 18 days and all public holidays as per government's
- Other leave entitlement aside from above annual and public holiday
- Accident insurance coverage
- This position is a long-term position