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ADHOC

សហគមន៍ការពារសិទ្ធិមនុស្ស និងអភិវឌ្ឍន៍នៅកម្ពុជា Cambodian Human Rights and Development Association

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JOB ANNOUNCEMENT Fundraising Coordinator

ADHOC'S WORK

The Cambodian Human Rights and Development Association (ADHOC) is an independent, non-partisan, non-profit and non-governmental organisation that works to address the absence of basic rights, freedoms and liberties in Cambodia by providing people with knowledge and understanding of human rights, law and democracy, and how to defend their rights and freedoms. ADHOC is comprised of two sections - the Human Rights and Land Rights Section, and the Women's and Children's Rights Section. It operates across Cambodia from a Central Office in Phnom Penh and 21 provincial offices.

The Human Rights and Land Rights Section handles complaints of human rights abuses, such as extrajudicial killings, illegal arrest and detention, torture, impunity, or violations of fundamental freedoms of expression, assembly and association. In addition, the section handles cases of land and natural resource rights violations, including those concerning land grabbing, forced evictions, Economic Land Concessions (ELCs), Social Land Concessions (SLCs) and destruction of natural resources. The Women's and Children's Rights Section addresses violations concerning gender-based violence, including domestic violence, rape, trafficking in persons, and migrant abuse. Each section undertakes three key types of activities, including a) provision of direct legal and other support to survivors of human rights violations and their families; b) empowerment and capacity-building activities to enable people to defend their rights; and c) advocacy at the local, national and international levels.

The Head Office is seeking a **Fundraising Coordinator** to support both heads of sections.

YOU WILL BE ENTITLED TO THE FOLLOWING BENEFITS

- An annual bonus of up to one month's salary;
- Seniority payment is provided in accordance to the Labour Law;
- Annual salary increment;
- Pension fund;
- Monthly mobile phone allowance for employees;
- Employee training and development opportunity;
- Fully paid maternity leave;
- Paid sick leave;
- Annual leave and national holidays in accordance to the Prakas of the Ministry of Labour and Vocational Training;
- Annual Health Check-up Package and 24-hour accident insurance;
- Working hour accident insurance (NSSF);
- Other benefits.

FUNCTIONS /KEY RESULTS EXPECTED

The position supports the implementation of the organizational strategic fundraising and contributes to strengthening monitoring and evaluation with results-based management principle that will attract a sustainable funding base for ADHOC's organization and Sections, as well as achieve all the key performance indicators of all outcomes of ADHOC's Strategic Plan 2025-2029.

PRIMARY RESPONSIBILITIES:

The Fundraising Coordinator position involves several main areas of responsibility and is expected to perform the following tasks:

1. International Partnership Development

- Develop a fundraising strategy/ a strategic communications plan to align with Strategic Plan 2025-2029;
- Develop a fundraising plan to identify and reach out to potential new donors, in collaboration with the RM team members, including donor analysis to identify potential high-impact donors;
- Network and liaise with key donors in the country and outside to find new funding opportunities;
- Work with the fundraising team to develop strategies for funder organizing and events, creating sector shifts analysis and mapping to support Head of Section member-led fundraising;
- Liaise with international partners to identify and assess emerging opportunities for collective partnerships;
- Lead the development of a fundraising strategy to meet the strategic requirements of the consultation and key projects staff;
- Provide advice on institutional donor requirements and private foundations including reporting timelines and expectations;
- Support proposal development by coordinating the establishment of proposal development working groups with representatives from sections and ensure key actions are delegated and timelines maintained;
- Identify and source quality technical and programming support on time;
- Maintain up-to-date knowledge on donor-funded projects and ensure reporting is completed to the donor on time;
- Support the drafting of external reports and work with the fundraising team to finalize these in accordance with donor requirements and timelines;
- Ensure fundraising team has individual work plans and up-to-date development plans;
- Perform any other fundraising task as required by line supervisor.

2. High-Value Fundraising

- Establish regular communication channels for any fundraising-related matters with all Funding Affiliates;
- Work closely with all Heads of Sections to ensure a timely submission of proposals and concept notes to donors;
- Ensure timely submission of Project Report/Project Progress Reports to donors.

3. Team Management

- Liaise with Heads of Section and MC to attain input and support for the work of the Fundraising Department;
- Oversee the activities of the fundraising Team by providing guidance to project and provincials staff through making regular field visits to see projects work in action;
- Assist and support project team to implement project activities effectively;
- Ensure maintenance of updated filing system (soft and hard).

4. Organizational Leadership

- Participate in weekly staff meetings and other periodic calls. Help inform and lead agendas;
- Attend board meetings, management committee meetings, and other calls as needed;

- Take the lead in identifying funding opportunities, listing them and sharing the information with Management Committee;
- Continually seek innovative means of attracting new donors;
- Assist with funding proposal-writing processes. This involves writing project and budget plan proposals and coordinating with Heads of Section and RMT with the aim of jointly submitting a project proposal;
- Assist in developing a fund generation and resource mobilization Work plan and constantly follow-up the implementation of the plan. This involves designing and writing materials for communications with different prospective donors and agencies.
- Monitor donor reporting and grant expenditure deadlines; coordinate with the International Technical Advisor and the Heads of Section in responding to these deadlines while facilitating and participating in the preparation of quality financial and narrative reports to donors;
- Ensure that fundraising information is up to date to MC;

QUALIFICATION REQUIREMENTS

To be able to carry out the above responsibilities, the Fundraising Coordinator should have the following capabilities:

- Advanced university degree in International Development, organizational development (OD), Public Relations, International Relations, Public/Business Administration, or any other relevant field;
- Minimum 5 years of relevant professional experience in nonprofit fundraising or foundation grantmaking, as well as in developing monitoring and evaluation systems;
- Excellent oral and written communication skills in both English and Khmer;
- Demonstrated engagement with diverse donors and development partners;
- Good analytical skills in developing and implementing resource mobilization strategies;
- Excellent interpersonal communication skills (written and verbal);
- Ability to prioritize workload and demonstrate deliverables/outcomes;
- Ability to meet tight deadlines and work independently, innovative and creative;
- Flexibility and positive attitude, solution-oriented, and ability to move forward through challenges;
- Have empathy as well as a high commitment to working with poor and marginalized people.

SALARY AND CONDITIONS:

ADHOC is able to offer a gross monthly salary of **US dollars 1,000** (plus bonuses and allowances). We are seeking candidates who are willing to commit to the role for a minimum of one year.

HOW TO APPLY:

Interested and qualified candidates should submit a cover letter which addresses the essential qualifications and experience and a CV including two references. Applications should be submitted by **5:00 Pm, 30 September 2024** via e-mail to recruitment@adhocambodia.org or personally to ADHOC's Head Office.

Only short-listed candidates will be contacted. ADHOC may begin to conduct interviews on a rolling basis, prior to the closing date.

Only national candidates will be considered for this position. ADHOC is an equal-opportunity employer. We highly encourage qualified women, minorities, and individuals with disabilities to apply.