Fundraising Officer

Recruiting organisation: Damnok Toek, www.damnoktoek.org
Position: Fundraising Officer
Location: Cambodia, based in Phnom Penh with regular trips to the province
Duration: At least 18 months, full-time position
Starting date: May 15th 2020 or to be discussed
Deadline for applications: April 12th 2020

BACKGROUND INFORMATION

Damnok Toek is a local NGO working in Cambodia since 1997 with the aim of supporting vulnerable children such as street children, children with disabilities, and children victims of trafficking/unsafe migration. Damnok Toek has projects in Poipet, Neak Loeung and Kep.

RESPONSIBILITIES

As Fundraising Officer (FRO), you will work directly on securing funding from multilateral donor agencies, trusts and foundations, government agencies, corporations, embassies and private donors. You will work closely with the Finance Coordinator and the management of DT. This includes coordinating with different DT teams on project level to prepare grant proposals and strengthen the relationship with the donor base:

• Building and maintaining relationships with institutional and private donors and coordinating donor project visits.
• Identifying potential donors for DT projects and developing new proposals and preparing funding submissions.
• Elaborating and monitoring funding plan.
• Supervising the building of the annual global budget.
• Overseeing accounting according to program’s budgets, finance policy and donor regulations.
• Writing narrative donors reports and liaises with M&E officer and finance coordinator to ensure that all reports are submitted on a timely manner.
• Building the capacity of the team, including an assistant, on grants management, compliance, reporting, filing, monitoring, evaluation and program cycle management.
• Compile articles from management team and edit Damnok Toek annual report.
• Share annual report to all partners and donors.
• Be part of the management team and join bi-weekly meeting, discuss new policies, approve budget change etc...

REQUIREMENTS

• Motivation to work for a grassroots organization.
• Interest in Child Protection issues and projects supporting vulnerable and street-children.
• Fluent spoken and written English.
• Excellent communication, budgeting and writing skills, particularly for donor proposal writing.
• Knowledge of project cycle management and Logical Framework analysis.
• Ability to work under pressure and meet deadlines.
• Flexibility and a good sense of humor.
• Capacity to plan and manage a high volume of work with multiple tight deadlines.
• Ability and willingness to travel often to provinces (regular travel is required).
• Knowledge of accounting and financial management preferred
• Experience working on grant management, reporting, fundraising with private and institutional donors or related field preferred

How to apply: Please send your CV, a motivation letter and contacts for three references to job@gouttedeau.org by April 12th 2020.

Please note that only shortlisted candidates will be contacted. International as well as Cambodia residents are invited to apply. The position is based in Phnom Penh. This is a position within a local NGO with a fair remuneration. For further information contact finance@damnoktoek.org.