

Fundraising & Communications Officer

Recruiting organization: Damnok Toek, www.damnoktoek.org

Position: Fundraising & Communications Officer

Location: Cambodia, based in Phnom Penh with regular trips to the province

Duration: Open ended contract, full-time position

Starting date: 1st of June 2021

Deadline for applications: 15th of May 2021

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 victim or at-risk of trafficking/unsafe migration. Damnok Toek has projects in Poipet, Neak Loeung and Kep.

RESPONSIBILITIES

As a Fundraising & Communications Officer (FCO), you will work with the Fundraising Officer in securing funding from multilateral donor agencies, trusts and foundations, government agencies, corporations, embassies and private donors. This includes assisting in preparing grant proposals, project reports and donor requirements. In addition, you will develop the organisation's communication platforms to enhance the visibility of Damnok Toek. Details as followed:

- Communication (30%)
 - Build a communication strategy
 - Manage the communications of the organisation
 - Write regular blogs for communication on the website and social media
 - Develop annual report
 - Have knowledge of graphic design techniques
 - Have a good understanding of photography to be used in reports and communications
- Fundraising (70%)
 - Assisting in donor relations and coordinating donor site visits
 - Identifying potential donors for Damnok Toek's projects
 - Assisting in writing narrative reports for donors
 - Assisting in completing grant proposals
 - Organising and sending regular content to donors based on their requirements
 - Organising documentation of donor communication and a donor database

REQUIREMENTS

- Experience in communications and graphic design
- Strong creative skills and introduce new concepts for communications
- Motivation to work for a grassroots organization

- Interest in Child Protection issues and projects supporting vulnerable and street-children
- Strong spoken and written Khmer and English
- Ability to work under pressure and meet deadlines
- Flexibility and a good sense of humor
- Ability to work independently and be proactive
- Pays attention to detail for consistency
- Ability and willingness to travel to the provinces

How to apply: Please send your CV, a motivation letter and contacts for three references to admin_hr@damnoktoek.org by the 15th of May 2021.

Please note that only shortlisted candidates will be contacted. The position is based in Phnom Penh. This is a position within a local NGO with a fair remuneration package.