

JOB ANNOUNCEMENT

FH Cambodia is a non-profit humanitarian organization that equips communities to sustainably improve their way of life by walking with children, families, and leaders through a grassroots community transformation process. FH Cambodia is seeking for One (01) qualified Cambodian candidate to fill in the position of **Partnership Relationship Manager** based in **Phnom Penh**.

I. The Purpose of Position:

The Partnership Relationship Manager is responsible for strategic leadership in developing and executing strategies for grant acquisition goals and donor's relations in line with FH Cambodia's Country Strategy.

II. Duties and Responsibilities:

Key Result #1: Donor Mapping and Engagement (50%)

- Establish a country resource mobilization strategy in alignment with the FH's global corporate strategy and FHC's country strategy.
- Conduct donor mapping, set fiscal year resource mobilization targets, and monitor year to date progress.
- Proactively engage and deepen relationships with existing donors establish preferred partner status with donors including bi/multilateral donors, private foundations and other non-traditional.
- Liaison between FHC and governmental authorities and ministries, Non-Governmental organizations (NGOs), private companies/foundations for collaborative programming, and strengthening and/or forming local consortiums, etc.
- Lead team to develop relationships with donors to identify new funding opportunities to meet funding gaps and/or growth in program/projects, which respond to needs in target communities
- Increase organizational engagement and profile at relevant meetings, events, and within resource mobilization or donor-specific peer networks are established.
- Develop and maintain business development resources and tools including opportunity tracking, proposal development guide, proposal templates, etc.
- Conduct advance intelligence gathering, partnership development, and other available resources, upcoming relevant funding opportunities are tracked and identified.
- Identify and pursue opportunities for funding in collaboration with relevant business country functions, region, and GSC technical teams.
- Proactively lead the development and deepening of partner relationships and network (government agencies, International Non-Governmental Organizations (INGO), Local Non-governmental Organizations (LNGOs) private sector and others.
- Create trust-based, high quality partnerships that contribute to the scaling and increasing quality of programs and impact.
- Host networking events to raise the profile of the organization and improve recognition with donors, peer agencies, and the government.

Key Result #2: Proposal and Grant Development (35%)

- Proactively develop concept notes and proposals, including log frame (design) and complementary budgets.
- Corresponding and negotiating the project revisions, modifications, and no-cost extensions.
- Achieve annual business pursuit targets working with institutional donors, foundations, corporations and implementing partners to enable FH Cambodia to scale up programs and impact by securing increasing larger grants.
- Work proactively and collaboratively with FH Global and Country level program and technical teams and fellow SLT members to identify new program opportunities, cultivate donor/partner relationships and secure major new programme awards. Will be accountable for achieving annual secured funding targets.

Key Result #3: Capacity Building and Coaching (15 %)

- Develop and provide coaching and mentoring to the Communication Officer to develop impactful stories for publication.
- Develop and empower staff to work efficiently and grow in their skills.
- Meet regularly with direct reports to discuss/monitor development plans and individual goals.
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- Provide leadership, coaching, and timely completion of staff reviews;
- In coordination with HR team develop and lead the training process on sponsorship manuals, policies, procedures, and tools;
- Pursue ongoing training, professional and personal development for team members in the form of seminars, conferences, and online learning opportunities.

Key Result #4: Personal Development and Learning (10%)

- Pursue ongoing training, professional and personal development him/herself in the form of seminars, conferences, and online learning opportunities.
- Actively participating in any learning activities, i.e. participating in Community of Practice (CoP), facilitated by GSC and other relevant organizations, bring ideas/knowledge to share and take away new learning to share with the team
- Develop and create vision for him/herself and for the organization.

III. Requirement:

To perform this job successfully, an individual must be able to perform each essential duty/function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A commitment to serving the poor and in full agreement with FH's foundation and beliefs as expressed in The Heartbeat: our Values, Vision, and Purpose;
- Proven experience and successful track record in resource mobilization (different models and approaches including campaigns, grassroots efforts, etc.), marketing and communications with donors such as USAID, DFID, EU/ECHO, UN and others;
- Excellent English verbal and written skills, good presentation and reading skills with the ability to effectively communicate and positively influence;
- Strong attention to detail;
- Excellent communication skills, oral, written and presentation;
- Ability to exercise sound judgment and make decisions independently;
- Must work independently under difficult conditions;
- Strong negotiation, interpersonal and organizational skills Passionate about fulfilling FH mission of demonstrating the love of Christ to people affected by disaster, conflict and poverty;
- Develops and maintains good working relationships with colleagues;
- Effectively and efficiently manages all resources entrusted to him/her for work purposes;
- Maintains an attitude and behavior in accordance with FH values and principles;
- Medical fitness to live and travel in rural and urban areas with extreme conditions and limited medical support.
- Ability to travel up to 5% of time per year in country and internationally.

Education and Experience: Master's degree in business, International Development or similar field; at least five years related experience working with large and complex International Non-Governmental Organizations; or equivalent combination of education and experience with writing proposal, and report writing.

Supervisor Responsibilities: This position directly supervises staff, carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, resolving problems, etc.

Language: Proficient in spoken and written English and Khmer. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

SUBMISSION OF APPLICATIONS

Interested applicants are invited to submit the following information via email and address below:

- A cover letter, indicating why you are an ideal candidate and what you would bring to the role and A current curriculum vita with the recent photo;
- Relevant formal education certificate, ID Card, family book & letter of recommendation
- Names and contacts of two professional referees who are familiar with your qualifications and work experience.
- Please provide your salary expectation for applying
- Please submit both your cover letter and CV in a single PDF file.

FH Cambodia Address: #17, Street 185, Sangkat Tom Nup Teuk ,Khan Chamkar Morn, Phnom Penh, Tel 017 333 917, Please submit your CV and Cover Letter this Email Address: fhc.recruitment@fh.org

Only short listed candidates will be contacted for interview and submitted applications will not be returned.

Closing date: 19 March 2021 at 5:00pm