

## Job Description

# Fundraising Manager

**About SeeBeyondBorders** SeeBeyondBorders' primary focus is to improve education standards in Cambodia, providing children with access to quality teaching and learning at school. SeeBeyondBorders is a registered charity in Australia and the UK and operates as a registered international non-government organisation in Cambodia. Operating in two provinces in north west Cambodia, SeeBeyondBorders conducts programs to teach teachers, engage parents and communities to support and encourage their children to get to school. In the work we do in schools and in the way we run the organisation, our aim is to build capability within Cambodia so that ultimately SeeBeyondBorders becomes the professional development provider of choice.

**Accountable to** Director of Development

**Type of Employment** Full-time contract for a fixed term of 2 years

**Place of Employment** Siem Reap

**Responsibility for Values** Active commitment to the SeeBeyondBorders Development Philosophy and values;  
Changemaker | Competency | Integrity | Courage | Respect |

**Job over-view** The Fundraising Manager will have responsibility for raising funds from a diverse range of sources, maximising return on investment and playing to SeeBeyondBorders' strengths while working actively with teams engaged in fundraising in Australia, Cambodia, the UK and Ireland. Focussing primarily, but not exclusively, on donors located within the Asian region, the Fundraising Manager will work on identifying targets, developing approaches, and putting together suitable proposals or applications as the opportunity requires. The Fundraising Manager will in particular prevail on key people, the benefits of supporting SeeBeyondBorders in a manner that intrigues the donor with the potential there is through the organisation, to effect lasting change.

In order to encourage as much engagement with fundraising as possible, SeeBeyondBorders operates a decentralised approach to fundraising such that information sharing and clarity of donor relationship management are of paramount importance. Despite this decentralised approach, compliance with and commitment to best practices in fundraising approaches including with data management and communications is, of course, essential.

**Qualities, qualifications and experience** SeeBeyondBorders is looking for someone who is outgoing while professional with high integrity and credibility who is a consummate and persuasive communicator, can write tight, professional and yet lively prose and thrives on engaging and build relationships with potential donors.

The suitable candidate will likely have:

- Relevant degree level qualifications in business, international development, project management or similar
- A minimum of 10 years working experience requiring writing in a professional context including fundraising experience involving grant application and donor management

- Demonstrable success in bringing in significant funding in previous roles which will have been in a variety of settings and charity types including those working in education
- Experience with managing budgets for fundraising costs and fundraising income.
- Experience with managing staff or being a senior member of a team
- Experience of liaising with and assisting or supporting the communications function in the organisations where they have been fundraising
- Complete fluency with written and spoken English
- Research experience
- Project and/or program management experience in a development context
- Understanding of Cambodian culture, and laws

### **Personal Characteristics**

- Results-oriented individual keen to develop the skills of others so as to help achieve those results
- Team player, willing to work hard and set an example to colleagues at all levels of the organisation
- Respected and respectful with a high level of honesty and integrity and a passion for empowering the most vulnerable
- Innovative and creative attitude to change and improvements, with a willingness to share ideas and identify opportunities for improvement
- Able to communicate and collaborate with colleagues and partners at all levels and from a variety of ethnic, social and religious backgrounds
- Patience and a high frustration tolerance with an understanding that working in a developing country can be challenging at times

### **Tasks and responsibilities**

The successful candidate will be able to develop and manage their Key Performance Indicators working with the Director of Development to agree targets and set their tasks accordingly.

Key responsibilities Include but are not limited to the following:

- Develop proposals and grant submissions for funding opportunities, including narratives and supporting documentation, in English
- Research grant giving organisations, primarily in the Asia Pacific Region, and develop funding applications in English
- Research fundraising opportunities in Asia (corporates, trusts and individuals), attend networking events and ensure growth of fundraising revenues in local currency
- Support the planning and implementation of fundraising campaigns
- Accompany guests and donors on project visits and lead on follow up and stewardship after the visits
- Work closely with the operations teams in Cambodia to bring applications to life and to understand where additional funding is required
- Support fundraising processes, with particular emphasis on recording all activity (research, applications, meetings, email exchanges) on Salesforce
- Initiate, plan, organise and carry-out fundraising campaigns and events
- Provide support for all fundraising activities including marketing and fundraising related communications

<b>Hours</b>	40 hours per week with scheduled Cambodian public holidays (approximately 23 days per year) and 18 days of annual leave. Occasional weekend work may be required with time off in lieu.
<b>Salary</b>	A competitive salary and allowances will be negotiated, commensurate with candidate's experience and qualifications.
<b>Applications</b>	Applications addressing the specific requirements in this Job Description should be submitted by email to <a href="mailto:hr.cambodia@seebeyondborders.org">hr.cambodia@seebeyondborders.org</a>
<b>More information and enquiries</b>	Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to <a href="mailto:hr.cambodia@seebeyondborders.org">hr.cambodia@seebeyondborders.org</a> Further information about SeeBeyondBorders is available at Web <a href="http://www.seebeyondborders.org">www.seebeyondborders.org</a> Facebook <a href="https://www.facebook.com/SeeBeyondBorders">www.facebook.com/SeeBeyondBorders</a> Blog <a href="http://seebeyondborders.wordpress.com">seebeyondborders.wordpress.com</a> Twitter <a href="https://www.twitter.com/seebeyondborder">www.twitter.com/seebeyondborder</a>