

OUR VISION: Cambodian children empowered by education
OUR MISSION: To enable quality teaching and learning at school

Job Description

JOB TITLE	Fundraising Development Associate
ACCOUNTABLE TO	Possibilities Lead
LINE MANAGEMENT	N/A
LOCATION	Siem Reap Town, Siem Reap Province, Cambodia with occasional travel within Cambodia
OPEN TO	Cambodian Applicants
EMPLOYMENT TYPE	Full Time, Unspecified Duration Contract
SALARY	\$850 - \$1,100 based on experience and negotiation
DEADLINE	23 February 2025
START DATE	March 2025

About StudyBeyondBorders in Cambodia (SBBC)

SBBC is a non-government organisation which is registered in Cambodia and operates in rural locations in Battambang and Siem Reap Provinces. The organisation is supported by a network of registered development organisations in Australia, the UK and Ireland.

SBBC's aim is to build capability within Cambodian education policy-making, leadership, mentoring, and training so that teachers are equipped and motivated to provide quality education to children. We are committed to supporting systemic change whereby educators are proud to work in the teaching profession and are highly respected by parents, their communities and their peers. To this end, SBBC conducts programs to mentor education leaders, upskill teachers, engage parents and communities and develop resources that together can enable delivery of quality education to schoolchildren.

Our Quality Teaching and Transform Education programs form the lead initiatives and are supported by our Shared Services platform which enables all of our work. We seek to embed all our work at school, district, provincial and national levels.

Criteria for shortlisting

To be shortlisted for this role, you will need to demonstrate your fundraising proficiency clearly.

About the Applicant

Qualifications, skills and experience – ESSENTIAL	<ul style="list-style-type: none"> - A minimum of three years' experience in a fundraising/grants role with demonstrable experience in securing donors valued at around US\$20,000. - Knowledge of the global and regional fundraising landscape including in Cambodia, Singapore, Japan, the USA, Switzerland,
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	<p>the UK, Ireland and Australia, specifically in trusts & foundations and institutional funding.</p> <ul style="list-style-type: none"> - Experienced proposal and report writer with excellent writing capabilities and strong critical thinking skills. - Excellent organisational skills and ability to determine priorities and meet multiple deadlines. - Able to work well both within a team and independently in a challenging and fast-moving multicultural environment. - Complete fluency in written and spoken English.
<p>Qualifications, skills and experience – DESIRABLE</p>	<ul style="list-style-type: none"> - Previous experience working with NGOs delivering development programs in Cambodia. - Relevant degree level qualification in business, marketing, communications, international development or other related fields. - Understanding of the Cambodian culture and development context.
<p>Personal Characteristics:</p>	<ul style="list-style-type: none"> - Strong interpersonal communication skills, comfortable in a diverse working environment. - Team player with the proven ability to work in a collaborative environment. - Strong project management skills - planning, execution, and issue resolution. - Results-oriented individual keen to develop the skills of others to help achieve results. - Respected and respectful with a high level of honesty and integrity. - Innovative and creative attitude to change and improve, with a willingness to share ideas and identify opportunities for improvement. - Able to communicate, collaborate, and show empathy with colleagues and partners at all levels and from a variety of ethnic, social and religious backgrounds. - Patient and with a high tolerance for challenging situations while having a heart for those who have had few opportunities in their lives.
<p>Responsibility for Values</p>	<p>Active commitment to the StudyBeyondBorders Development Philosophy and values;</p> <ul style="list-style-type: none"> - Respect Integrity Competency Courage Changemaker

The role

This is a new role created to support international and national fundraising functions in Cambodia, Ireland, the UK and Australia. In coordination with international entities, the Possibilities Manager will research new prospective donors, develop appropriate asks, and write high-quality applications/proposals. You will provide effective grants management support, including writing engaging donor reports for various donors, including government, trusts & foundations and major donors. You will lead the administration of the organisational CRM, Salesforce.

You will be committed to StudyBeyondBorders' mission and values and able to represent these creatively to external stakeholders.

Responsibilities (R) and Tasks (T)

R1: Fundraising Development

- Successfully identify new prospective funding opportunities from various donor sources, including government, trusts & foundations, corporates and major donors; and initiate tailored approaches to solicit future partnerships.
- Support other fundraising functions including campaigns, events, major donors and individual supporters when needed.

R2: High Quality Proposals and Reports

- Lead the development of high-quality proposals and applications, with a value of up to \$20,000 and support the development of higher value proposals.
- Draft, develop and refine high quality donor reports and associated materials, ensuring compliance with donor requirements.

R3: Fundraising Operations and Coordination

- Lead the administration of the StudyBeyondBorders CRM system, maintaining clear and timely records.
- Coordinate with program, finance and international fundraising teams to support fundraising activities, the development of proposals and grants management.
- Coordinate with the communications team to develop case studies and other relevant collateral to aid the fundraising process.
- Act as a support for staff and volunteers in donor countries as directed by the Possibilities Lead.

Working at SBBC

The regular working week is 40 hours. Leave entitlements include 18 days annual leave, accessible on a pro-rata, pre-approved basis; up to 10 days sick leave; and scheduled Cambodian public holidays. Occasional weekend work may be required with time off in lieu.

SBBC is committed to protecting the rights of children and vulnerable people. The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Child and Vulnerable People Protection Policy and our Code of Conduct.

SBBC is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, disability, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran or any other federal, state or local protected class.

Applications

All applicants must put a standard statement in their letter of application: 'I declare that I (have/have never) been charged with child exploitation or abuse offences. The charges against me were.....and the results were.....'.



Applications addressing the specific requirements in this Job Description should be submitted by email to hr.cambodia@seebeyondborders.org

More information and enquiries

Enquiries about this role, or about the SBBC organisation should be directed initially to hr.cambodia@seebeyondborders.org

Further information about SBBC is available at

Web : www.seebeyondborders.org

Facebook : www.facebook.com/SeeBeyondBorders

Twitter : www.twitter.com/seebeyondborders