

## JOB DESCRIPTION

Phare Ponleu Selpak (PPSA) or “The Brightness of the Arts” is a non-profit Cambodian association improving the lives of children, young adults, and their families with art schools, educational programs, and social support since 1994. Find out more details about Phare Ponleu Selpak at our website: [www.phareps.org](http://www.phareps.org).

We are now seeking a qualified Cambodian candidate to fill in the position of **Fundraising Coordinator** to be based in Battambang province, Cambodia (with occasional travel to Phnom Penh, Siem Reap, and internationally as required).

### Job Summary

The Fundraising Coordinator provides essential operational, administrative, and strategic support to the Fundraising Manager (FM) in proposing and implementing Phare Ponleu Selpak’s (PPS) development and fundraising strategies. Working directly under the FM, the Coordinator is responsible for executing day-to-day fundraising initiatives, drafting high-quality grant proposals, managing donor databases, and handling event logistics. The Coordinator acts as a key execution partner to ensure the PPS Development team meets its core funding priorities.

### Support Alignment to Key Priorities

The Fundraising Coordinator will directly assist the Fundraising Manager in achieving the following:

- **Unrestricted Funding:** Execute targeted direct mailing campaigns and donor appeals to help raise the required operating reserve.
- **Sister Organization Collaboration:** Assist the FM in maintaining smooth, conflict-free communication and data sharing with PPSE and PPS France.
- **Long-Term Partnerships:** Conduct research and draft initial concept notes to secure long-term partners for the 2 schools (Visual & Applied Arts and Performing Arts) and the public school conversion projects.
- **Endowment Fund:** Provide administrative support in the establishment and tracking of the Srey Bandaul Art Development Endowment Fund.

### Main Roles and Responsibilities:

The roles and responsibilities of the position include the followings:

### Main Roles and Responsibilities

#### 1. Proposal Development & Grant Writing Support

- Draft concept notes, project proposals, and funding applications based on organizational needs, ensuring timely submission for the FM’s review and validation.
- Monitor, identify, and screen relevant "calls for proposals" to present to the FM.
- Maintain and update a centralized resource file of funding templates from major international donors (e.g., USAID, DFID, UN, EU) as well as internal PPS templates.
- Collaborate with concerned Department Managers to gather accurate project data and financial figures required by the FM for donor reports.

## 2. Donor Management & Networking Assistance

- Manage and update the central donor database, keeping meticulously accurate records of contact information, gifts, and histories of engagement.
- Assist the FM and Executive Director (ED) in drafting correspondence, thank-you letters, and regular engagement updates for current and potential donors.
- Conduct research on potential international donors (particularly in Europe and the United States) to identify new foreign funding streams for the FM to pursue.
- Coordinate logistical details for donor site visits, local/international media engagements, and stakeholder meetings.

## 3. Event Management & Communications

- Provide full logistical and administrative execution for PPS fundraising events, including event budgeting support, venue coordination, guest registration, VIP hospitality, and on-site troubleshooting.
- Regularly update and enhance the organization's Website and Facebook page to boost PPS's public profile and ease of access for potential funders.
- Collaborate with the Marketing and Communications Manager to design, improve, and update promotional materials, press releases, and donor-facing documents.

## 4. Operational & Capacity-Building Support

- Facilitate and coordinate the collection of narrative and financial reports from departments supported by funds raised through PPS France, preparing them for the FM's final approval.
- Track international donor trends and look for strategic opportunities to report back to the FM.
- Recruit, organize, and manage a network of local and international fundraising volunteers.
- Co-facilitate internal staff trainings alongside the FM regarding the grant management cycle, simple proposal writing, and anti-corruption/responsible fund handling.
- Comply with all PPS rules, Safeguarding Policies, and actively participate in Child Protection tasks through the Child Protection Link Committee.

### Required Qualifications:

- **Language:** Fluent in English and Khmer (spoken and written); French fluency is highly advantageous.
- **Education:** At least a bachelor's degree in Business, Communication, Development, or other related fields.
- **Experience:** A minimum of five (5) years of progressively responsible professional experience, with at least three (3) years in the Asian development or non-profit sector, including grassroots community-level experience.
- **Writing & Communication:** Excellent narrative writing skills with a proven ability to tell an engaging, persuasive story. Comfortable with public speaking and meeting facilitation.
- **Technical Skills:** Good aptitude for numbers, spreadsheets, and budget tracking. Familiarity with the project management/grant management cycle and basics of graphic design.
- **Cultural Competency:** Strong critical thinking skills and the ability to bridge the cultural divide between international donor agencies (US/Europe) and the Cambodian context.
- **Core Values:** A strong passion for changing lives through arts and education.

## Application Information

Interested candidates are invited to submit a CV and cover letter outlining their relevant experience and qualifications to Phare Ponleu Selpak by **6:00 PM of July 16, 2026**.

**Attention:** HRM

Anhchanh Village, Ochar Commune, Battambang City, Battambang Province, Cambodia

Or via email: [sareth.k@phareps.org](mailto:sareth.k@phareps.org) / [panchanak.p@phareps.org](mailto:panchanak.p@phareps.org)

Only short-listed candidates will be contacted for an interview.

The successful candidate must comply with PPSA's Safeguarding Policy and uphold the values and mission of Phare Ponleu Selpak.

**Noted:** Phare Ponleu Selpak upholds a zero-tolerance policy against sexual exploitation, abuse, and harassment. All staff are required to adhere to our Code of Conduct and PSEA policy.