**JOB OPPORTUNITY**

## Phare Ponleu Selpak Association (PPSA) is a Cambodian non-for-profit organization based in Battambang province. For 25 years, PPSA has provided the vulnerable children and youth of our community with unique opportunities to develop themselves and their families through visual art, graphic design, animation, music, theatre, dance and circus training, social support and general education programs. Find out more details about PPSA at our website: www.phareps.org

## We are now seeking a qualified Cambodian candidate to fill in the full-time position of Development Assistant to be based in Battambang province, Cambodia.

**Job Title:** Development Assistant

**Working hours:** 40 hours/week

**Reporting to:** Development Coordinator

# **Position Summary:**

The Development Assistant will provide assistance in identifying donor resources and potential investors, raising funds and writing proposals for long-term organizational sustainability, as well as applications for funding competitions. He/she supports to coordinate with PPS' Management team in the development of all proposals. He/she will work with Khmer donors and foundations. He/she works directly under the Development and Communications Manager.

# **Main Roles and Responsibilities:**

* Research, build contacts with potential individual investors/donors and solicit gifts
* Maintain relationships with existing investors/donors and respond to their requests regularly and keep them updated about the work of the organization.

# Compile and maintain a database (Salesforce) of international and local donor organizations (international foundations, bilateral and multilateral agencies and private corporations offering donations).

* Undertake independent research to identify new funding resources and suggest other innovative ideas for effective resource mobilization
* Regularly monitor donor websites and identify investor opportunities matching the work of the organization.
* Assist the Development Coordinator in writing concept notes, project ideas and project proposals and ensure their timely submission.
* Assist the Development Coordinator in developing a strategic development plan
* Organize or provide assistance with organizing fundraising events and fundraising campaigns.
* Assist the Fundraising Coordinator with monthly and quarterly income monitoring reports to ensure fundraising targets are met
* Help with Khmer donors/foundations/corporations.
* Ensure data entry and records of donor-related activity and gifts are accurate and processed timely.

# Qualifications and skills:

* Native Khmer, fluent spoken and written knowledge
* Fluent in English, both spoken and written
* French knowledge is an advantage
* A bachelor’s degree in Business/Economics/Communication or other related fields.
* Decision making skills and the ability to exercise good judgment
* Self-starter attitude with the ability to multitasking and meeting deadlines
* Customer service attitude with the ability to connect with people from various backgrounds
* Strong organization, communication, and document coordination skills
* Advanced knowledge of MS Office and the internet, knowledge of Salesforce a plus
* Good time management to ensure deadlines are met
* Good teamwork and leadership skills in order to motivate different groups of people to fulfill their responsibilities within a given time frame
* Ability to assume responsibility, to interface and communicate effectively with others

Please submit your application with detailed CV and recent photo to PPSA through contact below by **March 13, 2020 before 6:00PM**

Attention: HRM

Anhchanh village, Ochar commune, Battambang city, Battambang Province, Cambodia.

Or

[sareth.k@phareps.org](mailto:sareth.k@phareps.org)

Short-listed candidates only will be contacted for interview.

The successful candidate must comply with PPSA child projection policy & code of conduct, and Adherence to the values and missions of Phare Ponleu Selpak.