

## JOB Announcement

Phare Ponleu Selpak – meaning The Brightness of the Arts – is a Cambodian non-profit art school located in Battambang, empowering children, youth and communities through artistic, educational, social and community outreach programs since 1994.

We are now seeking a qualified Cambodian candidates to fill in the Full-time position of **Development Assistant** to be based in Battambang province.

**Job Title:** Development Assistant

**Working hours:** 40 hours per week

**Reporting to:** Development Manager / PPSF Manager

### Position Summary

The Development Assistant is responsible for coordinating and supporting PPSA's fundraising efforts. He/she will manage PPS France and PPSA's current fundraising initiatives (direct mailings and donor relationships) and support the Development team with administrative tasks ensuring confidentiality and accurate data input at all times.

### Main Roles and Responsibilities:

The roles and responsibilities of the position include the followings:

- Manage the donor database with all contact information and records of previous engagements.
- Send timely thank you notes to donors for their donations.
- Prepare quarterly newsletter in English and French to engage regular donors.
- Review all donation platforms regularly to ensure all donation information is being captured and stored in Salesforce donor database.
- Provide administrative and logistical supports for implementation of the organization's fundraising strategy, including annual fundraising calendars.
- Support fundraising events including event budgeting, venue coordination, guest invitation and registration processes, speaker and VIP support, on-site troubleshooting and event follow-up.
- Provide administrative support for projects granted by French donors and organizations.
- Assist the Management Team and Executive Director in management of correspondence and organizational contact with donors and potential donors.
- Making connections with donors through various channels including social media, coordination of site visits, use of local Cambodian and international media.
- Support strong donor relations including gift solicitation, thank you process, reporting and regular donor engagements.
- Actively participating in relevant meetings, conferences, and other functions.

### REQUIREMENTS/QUALIFICATIONS:

- Fluent in spoken and written English and French
- At least a bachelor's degree in Business/Communication or other related fields.
- A minimum of three (3) years of experience in area of development in not-for-profit sector.
- Excellent writing skills; with the ability to tell a story in a clear, engaging and persuasive way.
- Knowledge of fundraising processes.
- Knowledge of building budgets and plan project funding



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Phare Ponleu Selpak

- Ability to understand donors' requirements.
- An aptitude for numbers and spreadsheets
- Understanding the project management and grant management cycles.
- Comfortable with public speaking and meeting/training facilitation; able to represent the organization in a professional manner in public, and in meetings.
- Adherence to vision, mission, and values of Phare Ponleu Selpak.
- Must comply with Safeguarding policy of Phare Ponleu Selpak.

Please submit your application with detailed CV and recent photo to PPSA through contact below **by 6:00PM of August 30, 2024**

Attention: HR Coordinator

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

Or [vuthyra.t@phareps.org](mailto:vuthyra.t@phareps.org)

Short-listed candidates only will be contacted for interview. The successful candidate must adhere to vision, mission, and values of Phare Ponleu Selpak, and compliance with its Safeguarding and Child Protection Policy.