



## JOB DESCRIPTION POLICY AND GRANT MANAGER

**JOB TITLE** : Policy and Grant Manager

**DUTY STATION** : Phnom Penh, Cambodia

**REPORTING LINE** : General Manager

**SALARY RANGE** : Negotiation

### RESPONSIBILITIES:

Under the supervision and monitoring of the General Manager, the Policy and Grants Manager is responsible for, but not limit to, the following duties and Responsibilities:

<b>Fund Raising</b>	<ul style="list-style-type: none"> <li>- Communicate with existing international donors and identify all details of potential grants.</li> <li>- Create press releases and other promotional materials to increase awareness of CAMFEBA internationally.</li> <li>- Identify and build relationships with new funders and grant sources.</li> <li>- Analyses grant data and identify the potential ability for CAMFEBA to deliver the projects or services.</li> <li>- Provide clear documentation on projects including purpose, goals, budgets, delegation of duties and reports.</li> </ul>
<b>Delivery of Projects</b>	<ul style="list-style-type: none"> <li>- Ensure oversight and delivery of project elements within time limits and on budget.</li> <li>- Attend the necessary meetings to ensure successful delivery of the grants and services.</li> <li>- Communicate and negotiate contracts with suppliers, etc.</li> <li>- Provide clear and comprehensive periodic reports to all stakeholders.</li> <li>- Use of financial, contact relationship management and other software to maintain accurate records of activities at all times.</li> <li>- Preparation of other presentations and reports as required.</li> </ul>
<b>Performance Indicators</b>	<p>Increase grants and fund raising through the following:</p> <ul style="list-style-type: none"> <li>- Develop a strategy for international fundraising with agreement from the board</li> <li>- Building relationships with existing international donors</li> <li>- Identify and build relationships with new international donors</li> <li>- Increase annual funding to CAMFEBA from international donors</li> <li>- Ensure delivery of projects and services according to the grants</li> <li>- Provide report &amp; presentation on all related activities</li> </ul>
<b>Policy and advocacy engagement</b>	<ul style="list-style-type: none"> <li>- Be a focal person for some area policies as assigned by the CAMFEBA</li> <li>- Work with Legal Team to strengthen the role of secretariat in supporting board in developing related research paper.</li> <li>- Work closely with the policies team to follow and assess the latest policies/regulations changes in order to sharpen CAMFEBA polices agenda</li> <li>- Advise/support the board members on policies recommendation to the stakeholders</li> <li>- Developing relevant research paper &amp; publications</li> <li>- Work closely with GM to develop project proposals and related actions around.</li> </ul>
<b>Communication and Representation</b>	<ul style="list-style-type: none"> <li>- Work with policies team to strengthen and visible the communication &amp; Branding of CAMFEBA includes regularly communicating newsletters, policies update to members and actively feature them on CAMFEBA communication channels</li> <li>- Represent CAMFEBA in any policy discussion as assigned</li> <li>- Work with relevant team to develop communication plan and firmly implement it</li> </ul>

**QUALIFICATION & REQUIREMENTS:**

- Graduate in business administration or related fields
- At least three-year's experience in project coordination and fund raising is advantage
- Knowledgeable in Microsoft Office and E-mail
- Knowledgeable in market research or other fields
- Good at communication and customer satisfaction
- Highly responsible for work completion with accuracy and within the deadline
- Be flexible, initiative and creativity
- Honest, highly committed and following the work ethics
- Be able to work in the team and individually
- Be able to work full-time and ability to work under pressure
- Good in both verbal and written English

CAMFEBA is committed to equal opportunities. Women are particularly encouraged to apply. Interested applicants should submit their CVs and Cover Letters by email at [hr@camfeba.com](mailto:hr@camfeba.com) or 023 23 00 23 / 012 936 009. Please do not send certificates or copies of testimonials at this stage. Only shortlisted candidates will be notified and called for interview.