

Job Description

General Manager Fundraising

About SeeBeyondBorders SeeBeyondBorders' primary focus is to improve education standards in Cambodia, providing children with access to quality teaching and learning at school. SeeBeyondBorders is a registered charity in Australia and the UK. Irish charity registration is pending. SeeBeyondBorders operates as a registered international non-government organisation in Cambodia. Operating in Battambang Province, SeeBeyondBorders conducts programs to teach teachers, engage parents and communities to support and encourage their children to get to school. In the work we do in schools and in the way we run the organisation, our aim is to build capability within Cambodia so that ultimately SeeBeyondBorders becomes the professional development provider of choice.

Accountable to Director of Development.

Type of Employment Full Time with an Undetermined Duration

Place of Employment Ideally the successful candidate would be based in Cambodia however applications from Australia, the UK and Ireland will also be considered.

Responsibility for Values Active commitment to the SeeBeyondBorders Development Philosophy and values;
Changemaker | Competency | Integrity | Courage | Respect |

Job over-view This is a new role created to manage, develop, and coordinate fundraising activities from all sources excluding government agencies. Up to now, this has operated on a largely decentralised basis. This role will add to the professionalism of the fundraising activities while improving focus, consistency, coordination and implementation of campaigns without hindering local initiative, expertise and enthusiasm. The General Manager Fundraising will report to the Director of Development who has overall responsibility for Marketing, Communications, and Fundraising across all countries where SeeBeyondBorders has a presence.

The General Manager Fundraising, as a member of the Leadership Team, will be the budget holder for Fundraising. They will coordinate the organisation's approach to fundraising in line with the Marketing Plan, matching available resources with campaigns to optimise and developing the mix of funding sources as most relevant to SeeBeyondBorders activities. This is very much both a mentoring and doing role – being out front and visible – coordinating with in-country teams as appropriate to ensure income targets are met while providing essential feedback to ensure that donors are intrigued and engaged by the work we do to offer better opportunities for communities where we work.

The successful candidate will have responsibility for raising significant funds from a diverse range of sources, maximising return on investment and playing to SeeBeyondBorders' strengths while working actively with teams having multiple roles in Australia, Cambodia, the UK and Ireland. The General Manager Fundraising will work on identifying targets and donor cultivation, leveraging expertise from staff, trustees, board members and advisors. The successful

candidate will also engage in pro-active networking opportunities, developing meaningful approaches, and putting together quality proposals or applications as the opportunity requires.

The successful candidate will oversee the fulfilment of donor management responsibilities. This includes the completion of donor reports which are accurate, timely and of a high quality as well as ensuring that the systems for information sharing and donor relationship management are clear and given a high level of importance. Compliance with and commitment to best practices in fundraising approaches as well as appropriate data management and consistency of communications and messaging are, of course, also essential.

Qualities, qualifications and experience

SeeBeyondBorders is looking for someone who is outgoing while professional with high integrity and credibility who is a consummate and persuasive communicator, can write tight, professional and yet lively prose and thrives on engaging and building relationships with existing and potential donors.

The suitable candidate will likely have:

- Relevant degree level qualifications in business, international development, project management or similar
- A minimum of 5 years working experience that has required the candidate to write in a professional context, including fundraising experience involving grant applications, donor reporting and donor management
- Demonstrable success in bringing in significant funding in previous roles which will have been in a variety of settings and charity types including those working in education and in developing countries.
- A track record of having developed and managed key relationships generating significant funding for the charity using an effective CRM system to support their work
- Experience with managing budgets for fundraising costs and fundraising income
- Experience with leadership, managing staff or being a senior member of a team
- Experience of liaising with and assisting or supporting the communications function in the organisations where they have been fundraising in multiple countries
- Complete fluency with written and spoken English
- Research experience
- Project and/or program management experience in a development context
- Understanding of Cambodian culture, and laws

Personal Characteristics

- Results-oriented individual keen to develop the skills of others so as to help achieve results
- Comfortable mixing with individuals of significant means while developing their knowledge of how to support causes effectively and use their position for the benefit of the charity
- Proactive, confident and comfortable to initiate conversations while still a team player, willing to work hard and set an example to colleagues at all levels of the organisation
- Respected and respectful with a high level of honesty and integrity
- Innovative and creative attitude to change and improvements, with a willingness to share ideas and identify opportunities for improvement

- Able to communicate and collaborate with colleagues and partners at all levels and from a variety of ethnic, social and religious backgrounds
- Patience and a high frustration tolerance

Tasks and responsibilities

The successful candidate will be able to develop and manage their Key Performance Indicators working with the Director of Development to agree targets and set their tasks accordingly.

Key responsibilities Include but are not limited to the following:

- Lead the fundraising planning process to produce effective strategies to achieve income targets across the organization in line with the Marketing Plan
- Maintain full and complete records commensurate with a professional fundraising organization so as to effect sophisticated donor management and information sharing
- Conceptualise and develop innovative proposals and grant submissions for funding opportunities, including narratives and supporting documentation, in English
- Prepare and develop donor reports for key supporters ensuring our reporting is accurate, timely and of a high quality
- Develop strategies to leverage the candidates experience with other members of the team, other supporters and volunteers so as to achieve an effective process for:
 - Researching grant giving organisations and developing quality funding applications in English
 - Researching fundraising opportunities particularly but not restricted to Asia, attend networking events and ensure growth of fundraising revenues in local currency
 - Supporting the planning and implementation of fundraising events and campaigns in various countries ensuring proper processes are followed
- Lead on follow up and stewardship after pertinent donor visits
- Work closely with the operations teams in Cambodia to identify fundraising opportunities and to understand where additional funding is required
- Provide support for all fundraising activities including compliance, marketing and fundraising related communications
- Strategically leverage the time and expertise of the boards of directors, trustees and advisors in a way that adds value and generates substantial income

Hours

This will vary depending on employment location and local legislation. .

Salary

A competitive salary and allowances will be negotiated, commensurate with candidate's experience and qualifications.

Applications

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 SeeBeyondBorders organisation should be directed initially to hr.cambodia@seebeyondborders.org

Further information about SeeBeyondBorders is available at

Web www.seebeyondborders.org

Facebook www.facebook.com/SeeBeyondBorders

Blog seebeyondborders.wordpress.com



Twitter [www.twitter.com\seebeyondborder](https://www.twitter.com/seebeyondborder)

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