

Fundraising Officer Job Description

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, the UK and Ireland, and operates as a registered international non-government organisation in Cambodia. Operating in two provinces in Cambodia, 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.

Our primary focus is in the rural area of Battambang Province. Our Quality Teaching program forms the lead initiative and is supported by our Community Engagement, Strengthening Support and Systemic Capability programs according to individual school development plans, community needs, and systemic requirements.

SeeBeyondBorders is a child and vulnerable people safe organisation, committed to protecting the rights of children and vulnerable people.

Overview of the position

This is a new role created to support international fundraising functions between Cambodia, Ireland, the UK and Australia. In coordination with international entities, the Fundraising Officer will research new prospective donors, develop appropriate asks, and write high-quality applications/proposals. You will provide effective grants management support, including writing engaging donor reports for various donors, including government, trusts & foundations and major donors. You will lead the administration of the organisational CRM, Salesforce.

You will be committed to SeeBeyondBorders’ mission and values and able to represent these creatively to external stakeholders.

Criteria for shortlisting

To be shortlisted for this role, you will need to demonstrate your fundraising proficiency clearly.

Employment Type	Full-time, Unspecified Duration Contract role
Location	Siem Reap, Cambodia with occasional travel to Battambang and Phnom Penh
Accountable to	Fundraising Manager
Hours	40 hours per week with scheduled Cambodian public holidays (up to 21 days per year) together with 18 days of annual leave per annum, accessible on a pro-rata pre-approved basis. Occasional weekend work may be required with time off in lieu.

Salary	Based on experience
Start Date	1 February 2023
Qualifications and experience	<ul style="list-style-type: none"> ● Relevant degree level qualification in business, marketing, communications, international development or other related fields. ● A minimum of two years' experience in a fundraising/grants role with demonstrable experience in securing donors valued at around US\$10,000. ● Knowledge of the global fundraising landscape, including in Southeast Asia, the UK, Ireland and Australia, specifically in trusts & foundations and institutional funding. ● Experienced proposal and report writer with excellent writing capabilities and strong critical thinking skills. ● Excellent organisational skills and ability to determine priorities and meet multiple deadlines. ● Able to work well both within a team and independently in a challenging and fast-moving multicultural environment. ● Complete fluency in written and spoken English. ● Experience working for an NGO delivering development programs in Cambodia. ● Understanding of the Cambodian culture and development context is an advantage.
Personal Characteristics:	<ul style="list-style-type: none"> ● Strong interpersonal communication skills, comfortable in a diverse working environment. ● Team player with the proven ability to work in a collaborative environment. ● Strong project management skills - planning, execution, and issue resolution. ● Results-oriented individual keen to develop the skills of others so as to help achieve results. ● Respected and respectful with a high level of honesty and integrity. ● Innovative and creative attitude to change and improve, with a willingness to share ideas and identify opportunities for improvement. ● Able to communicate, collaborate, and show empathy with colleagues and partners at all levels and from a variety of ethnic, social and religious backgrounds. ● Patient and with a high tolerance for challenging situations while having a heart for those who have had few opportunities in their lives.
Responsibility for Values	<p>Active commitment to the SeeBeyondBorders Development Philosophy and values;</p> <ul style="list-style-type: none"> ● Changemaker Competency Integrity Courage Respect

Tasks and Responsibilities

- Lead on the development of high-quality proposals and applications, with a value of up to \$10,000 per annum and support the development of higher value proposals.
- Draft, develop and refine high quality donor reports and associated materials, ensuring compliance with donor requirements.

- Lead the administration of the SeeBeyondBorders CRM system, maintaining clear and timely records.
- Coordinate with program, finance and international fundraising teams to support fundraising activities, the development of proposals and grants management.
- Successfully identify new prospective funding opportunities and initiate tailored approaches to solicit future partnerships.
- Coordinate with the communications team to develop case studies and other relevant collateral to aid the fundraising process.
- Support other fundraising functions including campaigns, events, major donors and individual supporters when needed.
- Act as a support for staff and volunteers in donor countries as directed by the Fundraising Manager.

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

Twitter : www.twitter.com/seebeyondborder

The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Child and Vulnerable People Protection Policy and our Code of Conduct.

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.

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