JOB DESCRIPTION

Position title: Resource Mobilization Manager

Reports to: Conservation Program Director, WWF Cambodia,

Supervises: n/a

Level: Manager

Date: 13-Mar-2023

1 MISSION OF THE DEPARTMENT

WWF’s mission is to stop the degradation of the planet’s natural environment and to build a future in which humans live in harmony with nature. The vision of the conservation department of WWF-Cambodia is “Cambodia’s forests, rivers and wildlife are protected and conserved for all” that contribute the vision of WWF’s 2050 “we have a sustainable and healthy planet and we live within planetary boundaries”.

WWF-Cambodia focuses its conservation activities and the ultimate vision for the organisation to be aligned with the Royal Government of Cambodia’s vision for sustainable development, “By 2050, Cambodia’s biodiversity and its ecosystem services are valued, conserved, restored where necessary, wisely used and managed so as to ensure equitable economic prosperity and improved quality of life for all in the country”.

The goals of conservation department of WWF-Cambodia in the two landscapes are: increased habitat protection and connectivity, increase and stable species populations, increased benefits for community members protecting their landscape, and decreased threats of conversion.

2 MAJOR FUNCTIONS

The post holder will be accountable to lead the development and fundraising activities of the WWF-Cambodia’s program, ensuring resource mobilization, relationship and partnerships management with the Private Sector, Public Sector Partnership, Foundations/Trust, Mass Marketing and Major Donors are developed, secured and timely achieved.
3 MAJOR DUTIES AND RESPONSIBILITIES

The post holder must ensure the development of a pipeline that is diversified and contains a balance of the 5 funding types listed above. The post holder will aim to:

1. Lead the identification of funding opportunities including: researching and updating the funding priorities of PSP donors, Foundations, trusts and the private sector with the PSP focal persons in WWF Network Offices and Resource Mobilization team of the Asia Pacific Region.

2. Lead the coordination and development of both program and project proposals, as well as secures funding from various donors including the WWF network, public sector partnerships, mass marketing, foundations, trusts and large individual donors, that meet the priorities set in the Country Strategic Plan and support the deliverables of regional and global conservation practice’s outcomes for priority landscapes, initiatives and species in Cambodia.

3. Develop and implement WWF-Cambodia’s resource mobilization strategy in line with the country’s strategic plan.

4. Build capacity for landscape and program leads, and other relevant senior staff to develop and deliver high quality concepts and proposals.

5. Develop and maintain a mechanism for conservation team members to share knowledge, skills, and lessons learned during proposal development, grant writing and reporting.

6. Represent WWF Cambodia in resource mobilization meetings, networks, stakeholder engagement and partnership dialogue. Develop and renew strategic partnerships, build fundraising strategies with potential funding partners in close consultation and coordination with WWF network to ensure compliance with Network Standards and best practices for engaging with donors.

7. Create online fundraising visibility, in coordination with the communications team to raise donations both nationally and internationally. Enable the communications team to monetize campaigns by developing a mechanism to collect donations from advocacy campaign participants.

8. Manage all donor relations and ensure regular communication between donors and WWF program teams, by creating systems for monitoring relationships (e.g. regular reviews of agreements, funding proposals, etc.)

9. Populate and maintain a database of donors and their priorities and provide regular updates to the cradle-to-grave and other WWF network databases.

10. Works closely with the Country Director, Conservation Director and CMT members, relevant WWF network offices and other global practice teams. Also, works in close collaboration with project team(s), Government officials, private sector, non-government and other civil society organisations.
4 PROFILE

Required Qualifications.

- An Advanced degree in Biology, Natural Resources, Development, Business Management and/or any other related fields. Must demonstrate a strong commitment to the environment and conservation.
- At least 3 years of practical experience coordinating partnership/fundraising programs for an International INGO. Two years should ideally be in the countries located in the Mekong region.
- Successful fundraising experience with large-scale project proposals (> 1 million USD)
- At least 3 years of experience in working with and managing multi-cultural, multi-disciplinary teams, sometimes in remote locations, in international organisations.
- Strong training & facilitation skills

Required Skills and Competencies.

- Experience in working in Matrix and Network organisation and has the ability to lead and influence without formal authority, with demonstrated experience in developing, implementing and evaluating strategic plans.
- Proven leadership skills, and excellent capacity in managing human resource and time management skills related to project planning, proposal writing and fundraising
- Exposure to and understanding of policy, partnership, fundraising related work - private and institutional, and government aid agencies, is an asset.
- Possess high levels of negotiation, influencing and communication skills. Has the capacity to develop and maintain, and the ability to effectively operate at all levels and liaise with senior management staff and relevant staff in different functional areas, local communities, government agencies, governmental policy and decision makers, the business community, media, donors etc. all in a positive manner.
- Previous experience in working with international NGOs, driving change and high performance, especially in developing countries, building strong program development and proposal writing is an advantage.
- Excellent written and spoken English. Any other languages, especially Khmer or of other countries in the region will be an added advantage.
- Must be able to travel and at times to do this with very short notice. At a minimum quarterly visit to MFF and EPL sites will be necessary.
- Knowledge of the WWF Network will be an advantage.
- Must have passion and commitment for conservation and sustainable development and adheres to WWF’s behaviours – Listen Deeply, Work Collaboratively, Innovate Fearlessly and Strive for Conservation Impact.
- Embraces the WWF mission and values of the organisation: Courage, Integrity, Respect & Collaboration.
5 WORKING RELATIONSHIPS

Internal.

Primarily works closely with the Conservation Director and landscape managers, as well as program managers, M&E manager and the ESSF manager. At times this position will need to work with relevant Unit Heads of WWF International. This position will also be required to work with other WWF country program offices in the Mekong region, as well as WWF network offices.

External.

Forges links and builds relationships with leaders in governments, inter-governmental institutions, business and industry, NGOs, local communities, donors and strategic partners within the region and beyond as appropriate.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organisational needs.