

## **COMMUNICATIONS AND FUNDRAISING MANAGER**

### **About us:**

OIC Cambodia, rated one of the top 500 NGOs in the world according to NGO advisor in 2016, is working to grow speech therapy services in Cambodia and helping those with communication and swallowing difficulties.

We launched in 2013 to start the country's first program in bringing speech therapy to Cambodia for the estimated more than 600,000 people with communication and swallowing difficulties.

Our end goal is to have 100 speech therapists employed by government by the year 2030, after which OIC will exit Cambodia.

To achieve this, we will:

- Raise awareness amongst all levels of the community, as speech therapy is a very new concept in Cambodia.
- Continue to build capacity of those supporting children with communication difficulties across the education, health and disability capacity sectors.
- Build a library of Cambodia focused speech therapy resources.
- Facilitate strong university partnerships and assist with curriculum development which is academically rigorous and relevant to Cambodia.
- Continue to advocate within Government and civil society for speech therapy to be funded as a universally accessible, locally led service.
- Facilitate the development of a speech therapy profession within Cambodia.

### **The role:**

To meet the ongoing demands of this project, we are seeking a Communications and Fundraising Manager to join our small but successful team.

Reporting directly to the Executive Director, this role is responsible for the development, implementation and measurement of our communications and fundraising activities (internal and external), across all channels of communication.

### **Key Areas of Responsibility:**

#### 1. Strategy and Planning

- Develop and coordinate implementation of a communications strategy for OIC Cambodia and Happy Kids Clinic
- Work with project team to implement OIC's in-country advocacy and awareness raising program

- Create a plan for growing OIC and Happy Kids Clinic’s social media reach and engagement, and website views
- Develop and implement a media outreach plan for Cambodia and Australia
- Work with Management Team to create yearly fundraising strategies and campaigns
- Update and train OIC and HKC staff on Communication Strategies – Internal and External.

## 2. Content Creation/Editing

- In charge of the creation of written, video, photographic and graphic content for online and offline communications
- Ensure online and print materials adhere to the OIC and HKC branding and language.
- Website maintenance and changes for both OIC and HKC
- Support OIC team members based in Cambodia and abroad, as well as HKC team members, in developing marketing materials
- Coordinate graphic design work
- Create and send out quarterly e-news to regular donors and those who have signed up
- Edit and support distribution of other newsletters and reports for OIC and HKC

## 3. Fundraising

- Work with Executive Director to coordinate Cambodian fundraising activities
- Coordinate with Australian and US groups on fundraising strategy and needs
- Ensure amounts necessary for monthly activities are held in organization’s bank accounts
- Coordinate with fundraising partners to ensure our compliance

## 4. Other Tasks

- Work closely with Communications and Fundraising volunteers based in Cambodia and abroad
- Provide or find translation support as needed
- Uphold the team cultures of OIC and HKC

### **About you**

You are a communications and fundraising professional with a desire to learn and adapt, while still maintaining the highest levels of quality. Comfortable working in a changing environment, you can take initiative to identify what needs to be done and do it.

You are also compassionate and ethical. You are flexible, independent, innovative, self-motivated, and able to reach targets on time.

### **Person Specification:**

*Essential qualifications, experience, skills, and personal attributes:*

- Tertiary qualifications in relevant field, such as communications, marketing, graphic design, or website design.
- Experience working in communications or marketing
- Experience working with fundraising campaigns
- Experience working on time sensitive projects
- Experience working in a cross-cultural setting
- Flexible, adaptable team player
- Able to communicate ideas comfortably with a variety of people
- Excellent communication skills in English and Khmer is encouraged

*Desirable qualifications, experience, skills, and personal attributes:*

- Experience working in the disability sector
- Experience working within a small startup environment similar to OIC
- Understanding of OIC's needs and how it is different to other organisations

### **Benefits:**

- Salary and benefits commensurate with experience and knowledge.
- Skill development and mentoring access to a panel of advisors with decades of experience in speech therapy, international development, project management, fundraising, communications, working with disability, and more
- Able to see the successful implementation of one of the biggest gaps in basic health care within Cambodia

### **How to apply**

To apply for the role, please send your application to [hr@oiccambodia.org](mailto:hr@oiccambodia.org), with the following documents:

- **Resume/CV**
- **Cover letter addressing the selection criteria**

Incomplete applications will not be considered. The closing date for applications is 27 October 2017.