



Hello from Friends-International

We're looking for a

PARTNERSHIPS/GRANTS OFFICER

Are you skilled in fundraising and cultivating strong relationships with donors? Wish to be in a role that is close to field-based teams in Southeast Asia?

If you answered 'yes' to any of the above, then you may just be the person we need.

WE ARE

Friends-International (FI), an award-winning NGO founded in Phnom Penh in 1994. Our vision is a world where every child, young person, and their caregivers are safe from harm and can access education, training and job opportunities to fulfil their potential as productive, functional citizens of their countries. Our multiple dynamic teams in Cambodia, Thailand, Laos, Indonesia, Myanmar and Europe, together with our partners, deliver innovative services for children, youth, their families and their communities. This is done through our Saving Lives, Building Futures and ChildSafe programs which cover a great variety of carefully integrated projects including child protection, migration, harm reduction, education, alternative care, vocational training, social businesses, employment, NGO networks and more!

THE ROLE

As a Partnerships/Grants Officer, based in our HQ in Phnom Penh, you will be:

- identifying funding opportunities
- preparing/coordinating funding proposals
- managing funding relationships
- ensuring grant contract compliance

In this role, you'll work with diverse donors, with many opportunities to witness FI's projects in Cambodia and the region. You will be a member of our growing multicultural Partnerships team. This is a great chance for a growing professional seeking a location near field teams and operations.



Does this describe you?

- You are a dynamic team player who is passionate about working for the protection and education of marginalized children, youth and their families
- You are skilled in writing donor proposals and tailoring them to fit donors' needs (corporates, foundations, UN, individuals)
- You have a strong track record in identifying prospects and converting them into donors
- You are excellent at communicating and coordinating with people from various backgrounds
- You have a good understanding of the complexities within the realm of international development
- You are an excellent English speaker with high/native-level writing proficiency

These would be examples of some of your daily responsibilities. Would you enjoy them?

- Work with our program team in Laos to gather information and prepare a proposal for the expansion of the Program in Luang Prabang
- Organize a field visit tailored for a new potential donor interested in supporting our ChildSafe Agent network in Phnom Penh
- Facilitate the completion of a yearly narrative report for a multi-country donor of our education activities
- Accompany our Social Workers in the field to gain deeper insights into the needs of a new outreach area and include them in the new proposal for the Saving Lives program
- Hold regular meetings with our supporters in Australia, collaborating on concept notes
- Implement a volunteer engagement activity in collaboration with the HR team that will be implemented together with a corporate donor
- Systematically input information and derive reports for analytics from Salesforce
- Deliver basic training on 'Working with donors' to a group of growing fundraisers from FI and our partners
- And others.

Sounds good!? Great! Please email your CV with your Cover Letter and salary expectations now to hr@friends-international.org and let's talk more.

In compliance with our Child Protection Policy and Protection against Sexual Exploitation and Abuse Policy, all applicants will undergo an extensive background check.

Friends team