

Our mission is
to be a catalyst in
a vibrant arts sector,
inspiring new
generations



We are hiring

Job Description



JOB DESCRIPTION: SENIOR FUNDRAISING COORDINATOR

PART A: General Information

Position title:	Senior Fundraising Coordinator
Place:	Phnom Penh, Cambodia
Responsible to:	Development Manager (supervisor)

PART B: About Cambodian Living Arts (CLA)

Cambodian Living Arts was founded in 1998 by genocide survivor, musician and peace advocate Arn Chorn-Pond initially to preserve and revive Cambodia's endangered traditional art forms. 90% of Cambodia's artists did not survive the Khmer Rouge regime and Cambodia's artistic heritage, the heart of a culture, was in danger of being lost forever. Over the last 20 years, both Cambodia and the arts scene have developed rapidly and we have evolved our work to match. Today we focus on helping talented people to build and develop careers in the arts, though providing scholarships, fellowships and support to professional troupes.

Looking forwards, CLA's mission is to be a catalyst in a vibrant Cambodian arts sector, inspiring new generations. We aim to promote creativity and innovation in the arts sector, build links with our neighbours in the Asian region, and expand audiences and markets for the Cambodian performing arts nationally and internationally.

PART C: Position overview

The Senior Fundraising Coordinator is part of CLA's fundraising team whose work is to manage and support our annual fundraising campaign from individual donors and private family foundations. We focus our strategies on major gift solicitations, direct mail and email campaigns, hosting development-focused cultural tours to Cambodia, and engaging supporters around artistic events in the US and other countries. We have ambitious plans to grow our fundraised income and number of global supporters over the next 5 years.

The Development (fundraising) Team is managed from Cambodia with a supporter network largely based in the United States, with desires for growth both regionally and internationally. The Senior Fundraising Coordinator will be based in Cambodia, and as such will need a flexible working schedule in order to take calls and virtual meetings with contacts in distant time-zones. The team works closely with our Board, individual supporters and "Friends of CLA" chapters to support fundraising, cultivate supporters, and arrange events.

You will act as the right-hand person with the Development Manager to both support our Annual Campaign and to build the tools and campaigns to grow our capacity to reach our 5-year strategy. You are expected to bring particular expertise in running campaigns, drafting amazing, winning content and successfully converting supporters to donor. The role requires somebody who is passionate about engaging people and communities around a mission (particularly the arts) and is able to manage multiple projects independently. The role will eventually involve supervising one Coordinator around gift, donor & campaigns support.

PART D: Responsibilities

Support our Annual Campaign and donor base:

- Manage the donor strategies and lists to support our major donor solicitations
- Coordinate, meet with and follow-up with our Director and Board on their asks
- Respond to donors & supporters needing help making donors
- Be central contact for Board, chapters & volunteers around US-based events & trips
- Supervise one Coordinator around gift, donor & campaigns support

Lead and Grow Campaigns:

- Run 3-5 fundraising campaigns per year, via direct mail, email and online platforms
- Develop new campaign programs such as challenge fundraising and monthly giving

Support professional, engaging and persuasive content creation:

- Lead the production and dispersion of professional, engaging and persuasive content
- Provide content support for US-based development events, activities and solicitations
- Help revise our package of core fundraising materials and donor touch-points
- Help develop marketing materials for tours to Cambodia

Grow engagement with our supporters and potential supporters:

- Extend and improve our database and donor segmentation
- Improve our tools and automation for gathering and engaging new supporters, particularly focusing on attendees of our Traditional Dance Show
- Grow the engagement of supporter communities internationally

Support the strategic growth of our fundraising program:

- Work with Dev Manager & Board to expand the marketing & partnership strategy for Development-focused cultural tours to Cambodia to grow our major donor base
- Improve the effectiveness and efficiency of our campaign and mission-focused engagement to grow our small and mid-sized donor base

PART E: Required skills and experience

Required:

- Very organised and excellent attention to detail
- Very good technical skills to use databases and excel (experience required)
- Proactive and able to work independently
- Fluent written and spoken English
- Amazing content creator
- Experience supervising staff
- Experience engaging both individuals and communities
- Experience successfully converting supporters to donors
(or equivalent sales & business development experience)

Desirable:

- Interest in the arts and Cambodian culture
- Direct experience in running campaigns and personal challenge fundraising
- Experience with US donor audience
- Already based in Phnom Penh or able to relocate quickly

PART F: Salary and benefits

Starting monthly salary (net):	\$1,300-1,500 (depending on experience)
Salary review:	Annually in September
Probation period:	3 months
Leave entitlement:	18 days per annum

PART G: Application details

Closing date:	29 September 2017
Interviews:	04-10 October 2017
Send applications to:	info@cambodianlivingarts.org Please write the position name in the email subject line
Required documents:	<ol style="list-style-type: none"> 1) CV/ Resume 2) Cover letter or email explaining why you are a good candidate for this role 3) Minimum 1 writing sample in English that shows your experience and skill at fundraising-style (e.g. appeal letter, thank you letter, campaign, sponsorship package, etc, you have written in the past)