



## JOB DESCRIPTION: Development Manager (FUNDRAISING)

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### PART A: General Information

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<b>Position title:</b>	Development Manager (Fundraising)
<b>Place:</b>	East coast USA (NYC preferred), with regular travel to Asia required
<b>Responsible to:</b>	Director
<b>Assisted by:</b>	Development Coordinators, Institutional Partnerships Coordinator, Communications Manager
<b>Compensation:</b>	Salary commensurate with experience. Benefits included.

### PART B: About Cambodian Living Arts (CLA)

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Cambodian Living Arts (CLA) is a thriving arts organization based in Phnom Penh, Cambodia.

Founded in 1998 by genocide survivor and musician Arn CHORN-POND, the early years of CLA were focused on preserving endangered performing art forms and rituals as Cambodia's artistic heritage was in danger of being lost forever following the Khmer Rouge regime.

Over the years, the scope of CLA has expanded as the Cambodian arts scene has matured. CLA now has a robust strategic approach that includes supporting Cambodian artists in every stage of their careers, presenting performances locally and globally, promoting creativity and innovation in the arts sector, developing arts education in the public schools, and building links with arts organizations in the Greater Mekong region and further afield in Asia. Through this expanded work, CLA has developed partnerships with some of the world's most esteemed arts, academic and international affairs institutions including Lincoln Center, Brooklyn Academy of Music, the Asia Society, New York University and Salzburg Global Seminar, among many others

### PART C: Position overview

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The majority of CLA's donors reside in the United States and a new strategic plan is calling for enhanced fundraising operations to deepen these connections and recruit new donors. As such, a newly formed role of Development Manager has been created to support this work. Reporting to the Director in Phnom Penh and working closely with colleagues in Cambodia, this role serves as a senior position within the Development Office and is the only full-time staff member based in the US.

The position is a full-time role based on the East Coast. Preferred location, New York City.

International travel is required on a regular basis and this role would be required to work on some evenings or early mornings to accommodate global conference calls.

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## **PART D: Responsibilities**

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Responsibilities of this new role include:

- Manage a portfolio of US-based individual and institutional donors as well as prospects to grow annual fund operations, special projects and a potential capital campaign
- Serve as a main liaison with the Board of Trustees (including staffing the Development Committee and attending Board meetings) and support their ongoing cultivation and solicitation strategies with US donors and prospects
- Serve as a primary lead for any capital campaign efforts in concert with senior leadership
- Oversee a schedule of cultivation events in the US and direct volunteer and part-time staff in these efforts
- Represent CLA in the US by attending strategic events and support senior leadership in their regular visits to the US
- Ensure that reporting, projections and communications are properly submitted and tracked with the central office
- With daily communication with central office, develop and implement year-round cultivation strategies and communications
- In concert with the communications team, translate CLA's unique culture and history to design marketing and media strategies to feed development campaigns and other fundraising efforts
- Other duties as required to support US-based operations and their synchronization with the global efforts of CLA
- Work with the Director to set the strategic direction for the Development department, and set up multi-year plans to support the growth and complement the program plan
- Contribute development experience and expertise to colleagues in Phnom Penh, to help strengthen the quality and professionalism of CLA's fundraising practices
- Coordinate workflows and create synergies with the Senior Development Coordinator (Cambodia) and Institutional Partnerships Coordinator

## **PART E: Required skills and experience**

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- Strong understanding of fundraising with at least 5 years of progressive experience in a fundraising team
- Able to work independently and creatively
- Excited by being part of a growing and rapidly developing organization
- Well organized, with high numeracy and good writing and presentation skills
- Experienced at working in cross-cultural teams  
Ideally have a knowledge and interest in international affairs and Southeast Asia.
- An interest in the arts and culture sector is preferred.

## **PART F: Application instructions**

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Please send CV and brief cover letter, outlining your interest and qualifications for the position to: [frances@cambodianlivingarts.org](mailto:frances@cambodianlivingarts.org)  
Closing date: 31<sup>st</sup> July 2018 (although interviews may be conducted on a rolling basis).