

JOB DESCRIPTION: Country Manager

PART A: General Information

Position title:	Country Manager
Place:	Phnom Penh, Cambodia
Responsible to:	Executive Director
Assisted by:	Program Managers, Finance Manager

PART B: About Cambodian Living Arts (CLA)

We believe arts are at the heart of a vital society. We envision the arts and cultural expression as essential to a thriving future for Cambodia.

Cambodian Living Arts' mission is to be a catalyst in a vibrant arts sector, inspiring new generations

Our strategic goals for the period 2017-2021 are to:

- Enable artists and cultural leaders by providing training, funding and resources
- Integrate arts and culture into the life experiences of young people
- Expand audiences and markets for Cambodian performing arts
- Facilitate beneficial connections and collaboration between arts communities in Cambodia and Asia

Our ongoing aims are to:

- Lead major artistic initiatives that support the development of the Cambodian arts sector
- Facilitate international and regional exchange and promotion
- Support the continuity of Cambodia's artistic heritage

We run four main programs: Arts Development, Culture & Arts Education, CLA Enterprise and Knowledge, Networks & Policy.

PART C: Position overview

CLA provides programs, resources and services to support the development of the arts sector in Cambodia. This ranges from commissioning and producing artistic projects, to training and funding programs. We are 1 year in to a 5-year plan, so there is a clear direction for program and institutional development over the next few years, with a strong management team in place. The Country Manager's role is to drive implementation of the strategic plan and to strengthen the organization as we prepare for the future.

CLA's head office is in Phnom Penh, with two smaller project offices on location in the city and a satellite center in Siem Reap. The Country Manager will be based in the head office, but oversee the whole organisation. The CLA staff is approximately 40 people, and the current annual budget is approximately \$1.5 million USD.

The Country Manager will oversee all CLA's work, with a particular focus on operational management, development and project management. The Country Manager will be one of the public spokespeople for CLA and the role will require network and partnership building for CLA, including involvement in fundraising.



We have an active earned income program, the Manager of which will report directly to the Country Manager, so the ideal candidate will have some commercial experience. In the next five years we aim to move to into our own building, and the Country Manager will take a lead role on that project.

CLA has affiliate organisations running programs regionally and internationally, which will not be under the direct supervision of the Country Manager but may require occasional input or collaboration.

PART D: Responsibilities

Leadership. The Country Manager will provide the management and staff of CLA with inspiration and leadership, serving as a chief spokesperson for the organization's vision, mission and strategic development. The Country Manager will execute, within the strategic framework, action plans adopted by the Executive Leadership team and Board, and regularly report on their progress.

A key component of the Country Manager's job will be to guide CLA through a move from a rented space, to a purpose-built facility from where it will run its programs. Fundraising and strategic development of this project will be led by the Executive Director and the Board.

Policy and Planning. The Country Manager will develop policies and guidelines for consideration by the Executive Leadership team; work with the staff to carry out CLA's mission and vision, and implement its strategic plan; and provide administrative support for relevant policymaking activities.

The Country Manager will also be responsible for the development, implementation, and accomplishment of the annual work plan of the organization.

Budget and finances. The Country Manager will be responsible for proposing the CLA annual budget, to be approved by Executive Leadership Team and Board. S/he will provide clear and strong leadership of overall financial management, assuring good planning and reporting, and sound fiscal management. The Country Manager will oversee the Finance Department, and ensure compliance with relevant tax and reporting obligations applicable to CLA. The Country Manager will also liaise with the Finance Committee of the Board, in partnership with CLA's Finance Manager.

CLA Board. *Board Meetings:* The Country Manager will provide appropriate information and meeting materials, and participate actively in Board meetings as appropriate.

Committees: The Country Manager will attend appropriate committee meetings.

Board Recruitment: The Country Manager will work with the Executive Leadership Team to build a new Advisory Board for CLA, helping to identify, cultivate, and recruit new Board members.

Organizational Structures and Policies. The Country Manager will be responsible for administration of overall operations of CLA, including: reviewing and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled; and allocating resources for greater program effectiveness and efficiency. The Country Manager will also develop organizational and administrative policies and for consideration by Executive Leadership.

Human Resource Management. The position will be responsible for overseeing the work of all CLA staff; ensuring that CLA's HR policies and procedures (e.g. performance reviews, training and development etc) are followed and oversee salary decisions. The

Country Manager should support policies that nurture synergy and connections between teams and create an enabling environment for personal and professional growth of all CLA staff. Persons reporting directly to the Country Manager will include the Head of Creative Programs, Head of CLA Enterprise, Finance Manager, and Education Program Manager. The Country Manager will be responsible for assessing strengths and capabilities of those persons under his/her direct supervision, implement clear development plans to improve staff capacity and leadership skills, and where development gaps exist, provide appropriate coaching and guidance.

Fundraising and public relations. The Country Manager will make an active contribution to CLA's fundraising efforts, in partnership with the Executive Director and Institutional Advancement team. The Country Manager will serve as an official spokesperson for the organization and support / supervise public relations efforts of CLA (including production of events and communications materials).

Business Operations and Earned Income. The Country Manager will oversee the earned income operations of CLA, ensuring that the existing 5-year business plan is delivered, and recommending improvements and new ideas to grown earned income through products and services aligned to CLA's mission.

Program Planning and Evaluation. CLA's programs grow out of its commitment to achieving its mission through four key programs: arts development, education, cultural enterprise and knowledge, networks & policy development. The Country Manager will be responsible for seeing that appropriate programs are in place to support these areas and that evaluation and strategic planning systems assure strong planning and outcomes.

Alliances and Networking. The Country Manager will initiate and sustain strong alliances and relationships within the arts community nationwide (both the public and NGO sector), with the government (including the Ministry of Culture and Fine Arts, the Ministry of Tourism), and with the business and NGO communities, building on CLA's history of good networking.

PART E: Required skills and experience

Essential

- At least 5 years senior management experience
- Significant experience of managing organisational budgets and finance
- Experience of annual and long-range program planning
- Excellent communicator and problem solver
- Experience working effectively with multiple stakeholders (government, board, community, other arts organizations, donors, etc.)
- Adept at managing multiple short-term and long range projects and programs simultaneously
- Independent, organised and flexible
- Excellent written and spoken English
- Interest in culture and arts

Desirable

- Expertise and experience in culture and arts
- Knowledge of the Cambodian arts sector
- Communications and marketing expertise
- Fundraising experience
- Khmer language ability

PART F: Salary and benefits

Starting salary:	\$2,500 - \$3,500 USD per month (net)
Salary review:	Annually in October
Probation period:	3 months
Leave entitlement:	18 days per annum

PART G: Application instructions

To apply, please send a resume and a cover letter explaining your interest and suitability for the position, to careers@cambodianlivingarts.org

Deadline: September 2nd, 2018

Interviews will be conducted on a rolling basis.