



for a living planet®

JOB DESCRIPTION

Position title:	Program Development Manager, WWF-Cambodia
Directly reports to:	Conservation Program Director, WWF-Cambodia
Supervises:	Consultants when required
Validity:	One Year (with Extension)
Location:	Phnom Penh, Cambodia
Date:	June 21

Background

WWF-Cambodia is part of WWF Asia Pacific Region managed by WWF International and has been working in Cambodia since 1990s to conserve the country's biodiversity and build a secure and sustainable future for people and wildlife. WWF works with government, industry and civil society partners to ensure that Cambodia's forests, rivers and wildlife are protected and conserved for all. We aim to support the country in realizing their shared vision of a poverty-free and ecologically-rich.

I. Major Function

The post holder will be accountable to lead the strategic development of concept notes/proposals under Public Sector Partnerships (PSP), including non-corporate Trust and Foundation (T&F), and primary funding from WWF National Offices, to ensure successful implementation of the WWF Cambodia's Strategic Plan and PSP strategy, in line with Global Priorities, via developing and maintaining effectively PSP partnerships, coordinating with conservation and operation teams of WWF Cambodia, and ensuring the cradle-to-grave (C2G), pipeline database system is most updated and monitored.

II. Major Responsibilities

- Leads the identification of funding opportunities in PSP, including researching and updating the funding priorities of PSP donors with PSP focal persons in WWF Network Offices and Resource Mobilization team of the Asia Pacific Region.
- Develops and implements WWF-Cambodia's PSP strategy and ensure its support to deliver Country Strategic Plan.
- Leads the coordination and development of the program/project concepts/proposals for PSP, non-corporate Trust and Foundation, private sector, that meet the priorities set in the Country Strategic Plan and support the deliverables of regional and global conservation practice's outcomes.
- Develops, maintains and updates strategic partnership building and fundraising approaches with potential PSP partners in close consultation and coordination with relevant WWF network offices to ensure the compliance with Network Standards and best practices for engaging with PSP.
- Manages all PSP donor relations and ensures regular communications between donors and WWF Cambodia program including putting in place and oversee systems that monitor partnership relations (e.g. regular reviews of agreements, funding proposals, etc.), and

populate and maintain database of donors and their priorities and cradle-to-grave (C2G) database.

- Build capacity for landscape and thematic leads, and other relevant senior staff to develop and deliver high quality concepts and proposals.
- Develops and maintains a mechanism amongst the conservation team members to share key knowledge, skills, information and lessons learnt during the proposal development and project implementation processes.
- Ensures effective representation of WWF Cambodia in PSP relevant meetings, networks, stakeholder engagement and partnership dialogue when required.

III. Working Relationships

Internal: Primarily work closely with Conservation Program Director, Landscape Heads, Finance Head, HR Head and Thematic Leads. At times will need to work with and relevant Global Practice teams of WWF International. Interacts frequently with other PSP focal persons in the Asia Pacific region and WWF network offices.

External: Interact with government aid agency donors, specialists/consultants and strategic partners within the Region and beyond as appropriate.

IV. Profile:

Education & Experience

- Master's degree in environment resources management, business management, and/or any other related fields.
- At least 5 years of practical experience as a partnership or fundraising coordinator for a program or project.
- Familiar with conservation and natural resource management issues, and with those in Cambodia or Asia Pacific Region is an advantage.
- Excellent understanding of development partnerships, fundraising, donor strategies, functions and international relations.
- Experience of working and negotiating with government and donors at all levels.
- Proven track record in developing and fundraising experience with large-side project proposals.

Skills & Abilities:

- Strategic thinking & proposal development writing skills.
- Good organisational skills and self-motivation.
- Good coordination and work in teams.
- Excellent presentation, communications, public speaking and negotiation skills.
- English proficiency.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Adheres to WWF's brand values: Knowledgeable, Optimistic, Determined and Engaging;
- Demonstrates WWF behaviours in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly.

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary by the Country Director according to organizational needs.