



COMMUNICATION AND FUNDRAISING OFFICER

Taramana is a French-Cambodian NGO that aims at supporting the education and improving the lives of more than 200 children living in the Boeng Salang slum, located at the north of Phnom Penh. Created in 2005, Taramana is an association recognized under the act of 1901 as being of public interest. In 2007, its equivalent has been created in the Kingdom of Cambodia. Taramana is registered as an NGO at the ministry of the Interior.

Taramana's four domains of actions are:

1. Education
2. Health and nutrition
3. Social support
4. Extra-curricular activities

More information at: <http://www.taramana.org>

MAJOR FUNCTIONS:

Under the supervision from France of the president of the NGO, the communication and fundraising officer will have the following mission:

1. Communication strategy:
 - Propose and execute a global communication strategy based on the association's priorities and precise actions
 - After approval, apply and make others apply this strategy including: graphics charter, editorial charter, communication plan,...
2. Administration:
 - Ensure a weekly reporting of the operations to management
 - Write the annual report at the end of the year
3. Communication web & print:
 - Make suggestions for the use of the various medias
 - Propose, elaborate and execute (or supervise) the writings, visual, audio or videos in order to animate the medias and respond to the communication needs (internet, newsletter, Facebook, brochure)
 - Communicate in a positive manner the actions of the association to motivate the partners (sponsors, individuals, professionals, institutions...) to join Taramana in its actions.
4. Partnerships relations:
 - Ensure the thanksgiving of sponsors
 - Participate to the reminder of late payments from sponsors, in relation with the French team
 - Update sponsor information and the database of the newsletter subscribers, in collaboration with the person in charge of it



5. Fundraising:

- Participate, with the team responsible for the fundraising, to the establishment of adequate communication means necessary for obtaining good results
- Encourage meetings with potential actors that could galvanize the association's communication
- Participate, through an active check on internet or other means, in the identification of eventual partners and regular communication with the fundraising team that will ensure getting in contact with this person
- Generate new information channels for the larger public (without an exclusive target)
- Give management a feedback on the donations and funds raised

6. Moral values:

- Adhere to the association's goal and ethics
- Respect the association, its functioning, the colleagues and its internal rules
- Ensure an efficient execution of the mission
- Act with respect to other people's opinions
- Collaborate with the other actors of the association: leaders, employees, volunteers
- Communicate regularly with his/her boss concerning his/her activities

7. Language skills:

- French mandatory
- English and/or Khmer mandatory

DAYS/HOURS:

From Monday to Friday, from 7h20 am to 4:30 pm (with one hour lunch break)
Position available as of June 2018

CONTRACT:

- Local contract \$800/month
- Complete health insurance
- 1 year contract renewable
- 3-month trial period

LOCATION:

456 Phlaur Lum, Group 2 / Boeng Salang Village
Russey Keo District / Phnom Penh, Cambodia

CONTACT:

If interested, please send your CV and cover letter at:
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