



ACTIONAID CAMBODIA (AAC) Job Description and Person Specification

Job Title:	Business Development (BD) Coordinator		
Department:	Programme & Business Development	Unit	Business Development
Grade:	D	Contract Type	UDC
Location:	Phnom Penh		
Reports to:	Programme & Business Development Lead		
Direct Reports:	NA		
Job Role			
Role Overview:	The Business Development Coordinator plays a key role in shaping and implementing the overall fundraising strategy, systems, and processes. This includes leading the management of internal fundraising intelligence and databases—such as the Contract Management System (CMS)—supporting donor call-for-proposal processes and contributing to effective grants acquisition and management across the organization. The role also oversees /philanthropy and institutional fundraising initiatives, international partnership development (IPD), and the mobilization of strategic resources at both national and international levels to support ActionAid Cambodia’s programmes. In close collaboration with the Programme, Communications, and Finance teams, the Business Development Coordinator supports all stages of the grant management cycle. Additionally, they are expected to proactively identify new funding opportunities and assist in fulfilling donors' statutory reporting requirements.		
Accountabilities			
Areas of Responsibilities	Key Activities		
Organizational Representation	Represent AAC in various Fundraising related network and alliance meeting, knowledge sharing and learning forums as required.		
International Partnership Development (IPD)	<ul style="list-style-type: none">• Contribute to the development, review, and update of the fundraising strategy and funding plan in alignment with ActionAid International’s policies, in consultation with the Programme & Business Development Lead.• Support donor engagement by networking and liaising with key donors in relevant sectors, both nationally and internationally.• Coordinate proposal development processes by forming working groups that include key internal and external stakeholders.• Share relevant donor information, including requirements, compliance guidelines, funding opportunities, and changing priorities—with programme, programme quality, and finance teams to support effective grant management.• Support the coordination of the Immersion Programme to strengthen donor engagement and influence their priorities.• Assist in establishing and maintaining a consultancy database in line with ActionAid’s procurement policies.		

	<ul style="list-style-type: none"> • Coordinate with finance and programme quality teams to support effective monitoring of grant compliance.
High Value/philanthropy and Institutional Fundraising	<ul style="list-style-type: none"> • Responsible as a key liaison for all business development-related communications with Funding Affiliates. • Assist in the development and implementation of a local fundraising strategy once local registration is finalized. • Support the planning and implementation of Corporate Social Responsibility (CSR) initiatives in Cambodia to enhance business engagement with ActionAid Cambodia. • Regularly update the donor scoping study, with a comprehensive review conducted at least annually. • Coordinate branding and marketing efforts that reinforce current programme activities and promote the diversification of fundraising initiatives.
Budgeting and planning	<ul style="list-style-type: none"> • In coordination with Programme & Business Development Lead, support the process of development, review and consolidation of fundraising plans and budgets including annual fundraising target. • Support in preparing business development/fundraising annual plan and budget in conjunction with Local Rights Programme (LRPs), projects, and themes and sectors in alignment with the AAC's strategy to secure grants. • Support internal finance team in contributing to developing project budget working closely with other partners and consortium • Facilitate the process of monitoring progress of Business Development unit quarterly plan and share updates within the Programme & Business Development Lead. • Monitor and track progress of field operations and grants and regularly update information in the tracking system. • Follow up on the projects in LRPs based on contract management
Proposal Development and collaboration	<ul style="list-style-type: none"> • Support Business Development & Programme Lead in proposal development process for country based bilateral grants, high value/philanthropy calls and review compliance and coherence with donor/internal policies and procedures. • Study and share the requirements of the donor's calls. • Conduct need assessment with relevant staff related to fundraising work, refresher, shared learning, reflection and update on the proposal development • Contribute to organizing the fundraising events and support topitch the innovative ideas and concept notes to groups of donors. • Responsible for the contract management system and donor scoping initiatives • Prepare donor communication materials at AAC level for donor influencing and dissemination
	<ul style="list-style-type: none"> • Prepare the Business Development Unit's annual and quarterly performance reports, as well as project reports, ensuring alignment with ActionAid Cambodia's fundraising strategy and donor compliance guidelines, under the guidance of the Programme & Business Development Lead. • Maintain updated information and data to support continuous improvement toward ActionAid Cambodia's strategic objectives. • Track donor reporting schedules and compliance requirements and communicate timelines to the Programme team to ensure timely submissions.

Communication and Reporting	<ul style="list-style-type: none"> • Coordinate with project teams/focal persons to collect project reports, ensuring consistency with original proposals submitted to donors. • Support communication efforts that enhance ActionAid Cambodia's visibility, branding, and profile building, including networking and alliance development. • Draft key messages and collaborate with the Communications unit to improve the visibility of the ActionAid Cambodia brand among donors. • Assist in the preparation of donor communication materials in coordination with the Communications team to support branding and outreach. • Prepare and regularly update donor packs tailored to specific donor requirements. • Coordinate and provide support for donor visits, working closely with relevant teams. • Collaborate with Programmes and PQL teams to enhance donor engagement by organizing field visits, immersions, presentations, and invitations to events that showcase innovative work.
Others	<ul style="list-style-type: none"> • Lead the proper documentation and record keeping of Business Development/fundraising data, information, and documents, both online and offline • Ensure all strategic documents are carefully understood, recorded, reported, and properly stored. • Identify and update the major tracking tools and support upgrade based on the donor mapping process. • Consistently uphold and comply with ActionAid's Code of Conduct, including policies on Sexual Harassment, Exploitation, and Abuse (SHEA), Safeguarding, and Child Safeguarding, both during and outside of working hours, along with all other approved organizational policies and procedures. • Any other tasks as requested by line manager
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
Finance Unit	Donors
Programme and PQ Unit	Partners organizations
Communication Unit	Civil society organization
Senior Management Team	Local and regional businesses
International Fundraising Team of Affiliate Countries/IPD core team and Regional Coordinator	Cambodian and other individual supporters
Person Specification	
Education & Essential Experience	<ul style="list-style-type: none"> • Bachelors, preferably Master Degree in Development Management/Studies, Business Administration or relevant discipline with at least 5 years of relevant experience in business development/fundraising in international organization context
Knowledge and Skills	<ul style="list-style-type: none"> • Good understanding of Core Humanitarian Standards, Sphere Standards, and understanding of Humanitarian Signature of ActionAid is preferred • Experience of drafting concept notes and fundraising proposals • drafting concept notes. • Ability to work independently, when required. • Experience in managing Internal digital database management system. • Excellent computer skills

	<ul style="list-style-type: none"> • Excellent interpersonal communications skills (written and verbal) with good team and team building approach • Planning, organization, time management, and coordination • Fluency in written and spoken English and native / national language
Desirable, Experience, Knowledge and Skills	<ul style="list-style-type: none"> • A good understanding of AA's strategy and rights-based work. • Ability to meet tight deadlines and work independently, be innovative and creative • Knowledge of/and or experience of the Not For Profit, NGO and/or Development sectors • Work on your own initiative with minimum supervision and to stay on task. • Travel flexibility
Personal Qualities	<ul style="list-style-type: none"> • Demonstrates a strong understanding of and commitment to ActionAid's core values: Mutual respect; Equity and justice; Honesty and transparency; Solidarity with the poor and marginalized; Courage of conviction; Independence and humility • Gender-sensitive and committed to promoting equality and inclusion in all aspects of work. • Effective team player with the ability to foster collaboration and build strong team dynamics. • Self-motivated and decisive, with a proactive attitude, high level of integrity, and strong ethical standards.

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 according to organizational needs.

It is part of every staff member's responsibility to contribute to AA Cambodia's mission and comply to AA Cambodia's values, which are: *Mutual respect, Equity and justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility* and AA Cambodia Code of Conduct.

Prepared by:

Line manager

Signature

Date:

Reviewed by:

People Finance & Operation Lead

Signature

Date:

Approved by:

Country Director

Signature

Date:

Accepted by:

Signature

Date:

Name of staff