



# OXFAM

## CLV INSTITUTIONAL FUNDING SPECIALIST

Oxfam Cambodia, Laos, Vietnam Cluster

### JOB DETAILS

**LOCATION:** Cambodia, Laos or Vietnam

**CONTRACT TYPE:** Fixed Term, 2 years

**JOB FAMILY:** Business Development

**ONE OXFAM GRADE:** C1

**SALARY:** In line with Oxfam values and according to location

**HOURS:** (FTE)

### FLEXIBLE WORKING

*We believe flexible working is key to building the Oxfam of the future, so we're open to talking through the type of flexible arrangements which might work for you.*

### COMMITMENT TO DIVERSITY AND INCLUSION

We are committed to ensuring diversity, equity, inclusion and representation within our organization. We believe in equality of opportunity regardless of race or racial group [including colour, nationality, ethnicity, national origins], religion or belief, age, disability, sexual orientation, gender identity, marriage and civil partnership, and pregnancy, maternity and paternity.

### ABOUT THE CLV CLUSTER

The CLV Cluster is comprised of three countries; Cambodia, Laos and Vietnam. The CLV Cluster is newly created as part of the Oxfam global change process. The CLV Cluster links programs, people, funding resources and knowledge in three Mekong countries to optimise delivery of our Global Strategy Framework and the Asia Regional Strategy, and to achieve operational efficiencies.

Our Vision for the CLV Cluster is: *A CLV Cluster that increases our impact on the ground, strengthens our ability to influence policy changes at country and regional levels, raises income and saves costs.* A key feature of the CLV Cluster design is a consolidated, virtual hub, with a single line management structure that reports to the CLV Leadership team, led by the CLV Director. The CLV leadership team is multi-located and provides distributed leadership for programs, business operations and business development functions.

**TEAM PURPOSE:** The CLV Business Development team mission is to secure sustainable funding for Oxfam's programs in Cambodia, Laos and Vietnam as the CLV Cluster. This team is dedicated to securing funding from Institutions, Trusts and Foundations to support the delivery of the CLV Strategy and Cambodia, Laos and Vietnam Strategies. The team will be responsible for implementing and monitoring the CLV business development strategy for institutional donors; coordinating with affiliate institutional funding colleagues to achieve CLV goals; supporting CLV to establish a consistent and coherent system for business development. The team will support program staff to ensure contextualised approaches for resource mobilisation across the Cluster countries. The Team will lead on the

development and implementation of a learning and improvement strategy on business development for the whole CLV which will benefit teams across the 3 countries to deliver on CLV business development targets.

**JOB PURPOSE:** The CLV Institutional Funding Specialist will manage the institutional funding function within the Oxfam CLV Cluster to support the growth of Oxfam's income and partnerships across the CLV. The post holder will be expected to work across the confederation of OI affiliates in achieving the CLV Business Development strategy and support Cambodia, Laos and Vietnam to secure institutional fundraising.

<b>JOB REPORTS TO</b>	CLV Head of Business Development
<b>ROLES REPORTING TO THIS JOB</b>	N/A
<b>BUDGET RESPONSIBILITY</b>	Business Development team within CLV Cluster.
<b>GEOGRAPHICAL SCOPE</b>	The post holder is a part of the CLV cluster in Asia. The role provides specialist business development support to the three CLV countries
<b>IMPACT</b>	The impact of the role is 3 CLV countries, Asia region and affiliates HQ.
<b>KEY STAKEHOLDERS</b>	CLV Cluster Business Development Team, CLV leadership team, Program Managers in each CLV Country, Executing Affiliates, Asia Regional Platform and global institutional units.

**KEY RESPONSIBILITIES (Technical, Leadership, People and Resource Management)**

- Lead the planning, development and submission of competitive, high quality concept papers, donor proposals, and budgets for country specific, multi country and regional proposals for the CLV Cluster.
- Provide support, advice, and training to ensure sufficient capacity and skills of Oxfam staff in CLV Cluster to manage funding portfolio in line with Oxfam and donor standards.
- Manage funding processes according to Oxfam fundraising standards, responsible for quality control of funding processes and communications, recommends changes to CLV leadership Team on processes and advises on brand risk management.
- Work with CLV Head of Business Development and CLV leadership team in the planning, development and delivery of funding plans
- Oversee the CLV funding pipeline
- Engage in peer networks of other country fundraising staff within region, between regions and globally as appropriate.
- Lead in the analysis of donors' portfolio and policy guidelines for Cambodia, Vietnam and Laos.
- Effectively manage a portfolio of existing donor contracts to ensure compliance with donor requirements; analyse and provide advice to staff on the funding policies and requirements of different donors, seek advice and input from affiliate donor leads for donors engagement.
- Ensure sign-off of donor proposals, reports and contracts within delegations and according to agreed Oxfam processes.

## PERSON SPECIFICATION

Most importantly, every individual in Oxfam needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY** (read more about these [here](#))
- Ensure you commit to our **ORGANIZATIONAL ATTRIBUTES** (including adhering to the Code of Conduct):

1. Be committed to our [feminist principles](#), and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."

2. Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

## EXPERIENCE, KNOWLEDGE & COMPETENCIES

### ESSENTIAL

- Self-Awareness
- Strategic Thinking and Judgment
- Relationship building
- Degree in Business Management, International Development or related field
- At least five years of relevant working experience in business development, fundraising at international organizations, preferably non-profit.
- Experience with diverse and multi-disciplinary team, in complex organisational structure
- Excellent planning and coordination skills
- Proven record of successful fundraising, resources mobilisation
- Excellent communication and negotiation skills in English, including networking with donors and relevant stakeholders
- Excellent proposal writing skills in English and familiar with processes of responding to funding opportunities, familiar with policies and requirements of different donors.
- Commitment to Oxfam's values and working with feminist principles

### DESIRABLE

- Ability to work in Vietnamese, Khmer, or Lao language in addition to English

## SAFER RECRUITMENT

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.

### **Applying:**

All applicants should please apply through Oxfam recruitment website:

<https://jobs.oxfamnovib.nl/job-invite/13394/>

by **April 05, 2024 at 23:59 ICT.**

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.