

Job Description



POSITION DETAILS

Title	Business Development Coordinator
Location	Phnom Penh; occasional travel possible
Contract Duration	1 year contract with possible renewal
Start Date	1 January 2026
Working Hours	Full-time

BACKGROUND

Organization Overview

Banteay Srei (BS) is a Cambodian women's non-governmental organization (NGO) that was registered as a local NGO with the Cambodian Ministry of Interior in June 2000. It evolved from an Australian NGO, the International Women's Development Agency (IWDA). We have more than 20 years of experience working with women and men in Battambang and Siem Reap provinces. We aim to empower vulnerable women to improve their political, economic and psycho-social situation by implementing community development projects, advocating for gender justice and engaging men in gender equality. We also focus on networking and building good cooperation with local authorities, communities, NGO partners and key relevant stakeholders.

Vision: A just Cambodian society in which women realize their full potential, are living with equality and dignity, and their rights are fully respected.

Mission: Banteay Srei is a Cambodian women's non-governmental organization that empowers women and their families to improve their political, economic, and psycho-social situation through mobilizing communities for sustainable development, advocacy work for gender justice and engaging men on gender equality.

Core values:

- Commitment to Women's Empowerment and Participation
- Transparency and Accountability
- Dedication to working with vulnerable women and their children
- Openness to learning and sharing
- Dignity and Respect for diversity

The five-year strategic plan 2025-2029 on "Inclusive Actions for Gender Equality and Sustainable Livelihood", Banteay Srei aims to achieve the main goal of "vulnerable women and youth in Banteay Srei target areas enjoy their full rights and dignity through sustainable empowerment and gender equality". Our core strategic program focuses on: Women's Economic Empowerment, Addressing Gender-Based Violence, Women's Leadership and Organizational Capacity Development.

JOB DESCRIPTION

Job Summary

The Business Development Coordinator will focus on securing diverse funding sources in alignment with the organization's Strategic Plan 2025–2029, including managing proposal development, engaging existing and new donors, and presenting the organization's achievements through compelling, impact-driven storytelling. In addition, the role will contribute to internal organizational growth by designing

and facilitating organizational development initiatives, supporting the development of standard operating procedures (SOPs), and advancing the implementation of Banteay Srei's Fundraising Strategy. This position is critical to ensuring the sustainability and strategic expansion of Banteay Srei's mission to promote women's rights and empowerment in Cambodia.

This role requires an experienced feminist leader who demonstrates programmatic vision, integrity, and inclusiveness. The ideal candidate will bring a deep understanding of Cambodia's socio-political and development context, particularly in relation to women's rights and empowerment. They must possess strong leadership and organizational management skills, and be committed to driving transformative, community-based approaches that create sustainable impact.

Key Functions and Accountabilities

1: Leadership and Management

Organizational Representation and Engagement

- Represent Banteay Srei at local, national, regional, and international platforms.

Management and Coordination

- Lead the business development and fundraising efforts and provide contributions to organizational development to ensure Banteay Srei's sustainability.
- Facilitate quarterly meetings to address business development challenges and collaboratively develop solutions with the Management Committee (MC).
- Serve as a member of the MC.
- Lead by example, guide, motivate and mentor staff across all organizational levels to achieve performance objectives.

2: Programs and Project Implementation

Program and Project Design

- Collaborate with the Program Team and MC to support the design of programs aligned with BS's mission.

Budget Planning and Resource Allocation

- Support program and project budget plans development to facilitate effective resource allocation and timely implementation.

Thematic and Technical Expertise

- Provide technical expertise in areas such as Women's Economic Empowerment (WEE), Women's Leadership (WL), and Gender-Based Violence (GBV) to strengthen program quality and strategic alignment.
- Ensure to keep up with changes in areas of expertise and relevant developments in the sector of Women's Rights and Empowerment.

3: Fundraising and Resource Mobilization

Fundraising Strategy and Planning

- Develop and implement the Resource Mobilization Strategy and Action Plan to achieve a \$2.5 million budget for the 2025-2029 Strategic Plan.
- Facilitate the development of standard operating procedures (SOP) for fundraising and business development.

Proposal Development and Grant Acquisition

- Lead proposal development and secure funding commitments from (international, regional, national; philanthropy; private sector) donors in alignment with Banteay Srei's Strategic Plan 2025-29.

Grant Reporting and Compliance

- Support the preparation and approval of project and grant reports.
- Assist ensuring transparency and accountability in grant reporting to donors.

Donor Stewardship and Relationship Management

- Attend donor and stakeholder meetings to represent Banteay Srei and strengthen partnerships and collaboration.
- Engage in potential funding platforms to expand resource mobilization opportunities.

<ul style="list-style-type: none"> • Host, coordinate, and facilitate annual and mid-year donor meetings to discuss progress, goals, and challenges. <p><i>Income Diversification and Social Enterprise Initiatives</i></p> <ul style="list-style-type: none"> • Lead the development of income diversification strategies to strengthen financial sustainability. • Support the exploration of social enterprise initiatives to generate sustainable income. 	
4: Communications, Advocacy, and External Engagement	
<p><i>Strategic Communications and Visibility</i></p> <ul style="list-style-type: none"> • Support strengthening Banteay Srei's visibility through media engagement, social media updates, and public campaigns. <p><i>Advocacy and Policy Influence</i></p> <ul style="list-style-type: none"> • Actively participate in meetings, training, and networking events to build organizational reputation and influence policy. <p><i>Stakeholder Engagement and Strategic Partnerships</i></p> <ul style="list-style-type: none"> • Establish and maintain relationships with stakeholders at national, subnational, and regional levels. • Establish and maintain relationships with NGOs, national and subnational government officials, and other stakeholders. 	
5: MEAL and Organizational Learning	
<p><i>Monitoring and Evaluation Systems</i></p> <ul style="list-style-type: none"> • Coordinate with the Program Team and Monitoring and Evaluation Coordinator to contribute to Banteay Srei's monitoring and evaluation frameworks. <p><i>Staff & Organizational Learning and Knowledge Management</i></p> <ul style="list-style-type: none"> • Facilitate capacity-building activities to enhance staff skills in fundraising and business development. • Maintains an active and up-to-date professional development plan for personal capacity development. • Ensure knowledge management to promote organizational learning, evidence-based decision-making, and the documentation of best practices. 	
6: Other Responsibilities	
<ul style="list-style-type: none"> • Performs other duties as necessary. 	

ORGANIZATIONAL RELATIONSHIPS	
Direct Line Manager	
Executive Director	
Supervisory Responsibilities	
N/A	
Internal Relationships	
<ul style="list-style-type: none"> • Board of Directors • Senior Management Team • Management Committee • All departments • Consultants • Advisor 	
External Relationships	
<ul style="list-style-type: none"> • Donors • Government • CSO Partners • Civil Society Partners • Private Sector Partners 	
Reporting Responsibilities	
<ul style="list-style-type: none"> • Monthly/Quarterly/Semi-annual/ Annual reports to donors • Budget Development 	

RECRUITMENT QUALIFICATIONS	
Education	
<ul style="list-style-type: none"> • Master's degree in development studies, social sciences, or a related field. • Formal training in gender and development programming is an advantage. 	
Experience	
<ul style="list-style-type: none"> • Minimum 5 years of experience in international development and cooperation, with expertise in women's rights, gender equality, and specifically fundraising and business development for non-governmental organizations. • Relevant experience in fundraising and business development with international, business, foundational, and philanthropic donors, as well as with building and operating a social enterprise. • Proven experience in organizational development and guiding strategic processes. • Demonstrated experience in at least three of the following additional areas: program development and management; advocacy; monitoring and evaluation; rights-based approaches; women's economic empowerment; gender justice/gender-based violence; and women's leadership. 	
Language	
<ul style="list-style-type: none"> • Proficiency in English (written and verbal). • Proficiency in Khmer (written and verbal). • Other relevant language skills are considered an advantage. 	

COMPETENCIES	
Functional Competencies	
<ul style="list-style-type: none"> • Extensive understanding of gender equality, women's rights, and related policies and plans. • Outgoing personality, good communication and planning skills. • Strong skills in results-oriented and accountable workplan delivery. • Excellent proposal writing and fundraising skills. • Proficiency in Microsoft Office and digital tools. 	
Core Competencies	
<ul style="list-style-type: none"> • Commitment to BS's mission and vision. • Self-motivated, innovative, and adaptable to organizational changes. • Strong conflict management and multitasking abilities. • Effective team player, fostering collaborative relationships. • High integrity and accountability, fostering a safe and inclusive workplace. • Cultural sensitivity and respect for diversity. 	

STATEMENTS	
Equal Opportunities	
<ul style="list-style-type: none"> • Banteay Srei provides equal opportunities for employees and does not discriminate based on race, religion, gender, or disabilities. • Women, people with a history of marginalization, migration or disability, and others who have experienced discrimination are highly encouraged to apply for this position. 	
Remarks	
N/A	
Notes	
<ul style="list-style-type: none"> • Only shortlisted candidates will be contacted. • Candidate selection is based on interview performance, appropriate testing, and references. • The candidate considered to be most suitable by the selection committee will be selected. 	

Agreed by the Incumbent:	Date:
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Approved by Supervisor:	Date: