

**Mission Alliance Cambodia**

**Job Description: Business Development and Partnership Coordinator**

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| **TITLE** | Business Development and Partnership Coordinator |
| **LOCATION** | Mission Alliance Office, Phnom Penh, Cambodia |
| **AREA OF RESPONSIBLE** | The role leads resource mobilization, partnership development, and innovative financing to advance Mission Alliance Cambodia's mission. |
| **LINE MANAGER** | Country Director |
| **DIRECT REPORTS** | No staff under direct supervision |
| CONTRACT TYPE | Fixed Duration Contract (FDC) |

**About Mission Alliance**

***Mission Alliance Cambodia fights poverty and promotes justice by fostering a workplace of integrity and zero tolerance for financial misconduct, sexual harassment, exploitation and abuse. We are committed to the welfare of children, young people, and adults. This commitment is lived out through our values: Presence, Brave, and Competent.***

***We recruit individuals who demonstrably share and exemplify these principles.***

**We fight poverty and promote justice**

**Job Summary:**

To drive sustainable program growth by securing funding from institutional donors and forging strategic partnerships with Cambodian/international private sector entities. The role leads resource mobilization, partnership development, and innovative financing to advance Mission Alliance Cambodia's mission.

# **Roles and Key Responsibilities:**

* Identify and pursue funding opportunities from institutional donors and private foundations.
* Lead end-to-end development of high-quality proposals and concept notes, ensuring alignment with donor priorities and Mission Alliance’s strategic priorities.
* Collaborate with program and thematic teams to integrate gender equality, climate resilience, and community-led approaches into proposals.
* Develop and implement strategies to engage Cambodian and international companies/FDI firms through Responsible Business partnerships and shared-value initiatives.
* Market-based solutions for poverty reduction.
* Cultivate relationships with chambers of commerce, industry associations, and multinational corporations to unlock non-traditional funding.
* Conduct donor landscape analysis focusing on Funding Institutions and philanthropic foundations to identify trends and opportunities.
* Develop/update a diversified Country Funding Strategy targeting institutional, private, and corporate funding streams.
* Represent Mission Alliance at donor coordination meetings and private sector forums.
* Negotiate partnership agreements with private sector entities and institutional donors, ensuring donor compliance regulations.
* Strengthen capacity of staff and partners in donor reporting and private sector engagement.
* Document partnership models and lessons learned for organizational learning.
* Work with MEAL and program teams to integrate impact data into proposals and donor reports.
* Support program teams in designing private sector-linked interventions like livelihood value chains etc.
* Collaborate with the Country Director and DCD on strategic partnerships with agencies and organizations through due diligence and alignment with Mission Alliance thematic priorities.

# **Success criteria for being able to fill the role**

**Essential**

* Bachelor’s degree in Business Administration, International Development, Economics, or related field; Master’s preferred.
* 5+ years in business development/fundraising within NGOs in Cambodia/Southeast Asia.
* Proven success securing grants from DFAT, EU, UN agencies, and private foundations.
* Demonstrated experience designing/managing private sector partnerships (CSR, FDI, corporate engagement).
* Strong knowledge of Cambodia’s development landscape and private sector ecosystem.
* Exceptional proposal writing skills with experience in donor compliance.
* Proficiency in English; Khmer language skills an asset.

**Desirable**

* Experience with innovative financing.
* Existing networks with Cambodian/international corporations and institutional donors.
* Ability to manage multiple deadlines in fast-paced environments.
* Familiarity with investment frameworks and impact measurement.

**Key Attributes**

* Commitment to safeguarding policies, gender justice, and women’s rights.
* Sensitivity to cultural differences and dedication to equity and inclusion.
* Proactive approach to identifying innovative partnership opportunities.