



## Fundraising and Partnerships Manager

---

**Position: Fundraising and Partnerships Manager**

**Company: TapEffect Co., LTD**

**Location: Phnom Penh**

**Report line: CEO**

**Start: early 2024**

### Objective:

The objective of the Fundraising & Partnerships position is to increase TapEffect's fundraising efforts and partnership development to secure funding and support the mission of increasing access to affordable clean tap water in Cambodia. The role is responsible for implementing a comprehensive fundraising strategy, cultivating partnerships with potential donors and organizations, managing grant proposals, ensuring compliance with funding requirements and impact reporting, and representing TapEffect in external fundraising-related activities.

### About TapEffect

TapEffect is a business increasing access to affordable clean tap water for households across Cambodia, an essential service needed to ensure healthy and productive lives.

### Responsibilities:

Key responsibilities include:

1. Identify funding opportunities and implement the fundraising strategy:
  - Identify key fundraising objectives, opportunities, and targets.
  - Support in diversifying funding sources and increasing overall funding for clean water projects.
  - Support additional staff hires to build the fundraising & partnerships team.
2. Cultivate partnerships with potential donors and organizations:
  - Research for landscape mapping to engage potential donors, foundations, corporations, and other organizations. Identify and research potential partners aligned with TapEffect's mission and goals.
  - Develop and progress relationships with current and potential partners.
  - Regularly communicate with partners to provide progress updates, impact reporting and maintain strong relationships.
3. Manage grant proposals:
  - Prepare and write (or manage the writing of) proposals that effectively communicate TapEffect's goals and impact.
  - Collaborate with grants writers, as necessary, to ensure high-quality proposals.
  - Edit and finalize grant proposals, adhering to submission guidelines and deadlines.
4. Ensure compliance with funding requirements:



- Monitor and track funding requirements, including reporting, monitoring, and evaluation.
  - Coordinate with relevant teams to gather necessary data and information for reporting purposes.
  - Ensure timely submission of required reports and documentation.
  - Understand current funding partners and requirements.
  - Support improvements in TapEffect's grant management.
5. Collaboration and communication:
- Collaborate with other teams within TapEffect to align fundraising activities with overall organizational goals and ensure alignment of other teams in supporting fundraising activities.
  - Ensure effective communication and marketing of fundraising initiatives.
  - Identify and support data/information needed through case studies, site photos, branding improvements etc. as needed to support fundraising/partnerships.
  - Support the professionalism of TapEffect.
6. Representation and external engagement:
- Represent TapEffect in external meetings, events, and conferences related to fundraising and partnerships.
  - Continue to build a professional network within the fundraising and philanthropic community and particularly with WASH/Gender/Climate focused organizations.

### Preferred Qualifications:

- Bachelor's or Master's degree in Fundraising or a related field.
- Proven experience in fundraising & grants management or a similar role.
- Proven experience in bringing in funding from partners and grants.
- Strong communication and interpersonal skills, with the ability to articulate the organization's mission and impact effectively.
- Network of potential funders.
- Excellent communication and presentation abilities.
- English language proficiency.
- Women are encouraged to apply.

### Why Join TapEffect

- Be a part of a mission-driven company making a tangible difference in the lives of Cambodian communities.
- Collaborative and inclusive work environment.
- Opportunity to grow and learn in a rapidly evolving sector.
- Competitive compensation.

### Additional Information

The role can commence immediately. Please send a brief cover letter and resume to [info@TapEffect.asia](mailto:info@TapEffect.asia)