



Organization and Fundraising Director (OFD) Job Description

(January 2026)

Role Reports to: SSTC Board of Directors, or assigned designate.

Role Manages: Engagement and Administrative Officer (EAO); Finance Officer (FO); volunteers; grant-funded positions; or other personnel carrying out SSTC's projects and activities

Speech and Swallowing Therapy Cambodia Background:

Speech and Swallowing Therapy Cambodia (SSTC) educates, empowers and advocates for healthcare professionals and organizations to provide quality care for people with swallowing difficulties. The organization is a Cambodian-registered NGO that was established in 2016.

SSTC Vision Statement: A healthier Cambodia where everyone has access to lifechanging speech and swallowing therapy services

SSTC Mission Statement: Speech and Swallowing Therapy Cambodia trains clinicians in the treatment of swallowing difficulties, empowering them to deliver and advocate for high-quality services that improve the quality of life for people with swallowing difficulties.

Our **core values** guide the behavior, decisions, culture and people within our organization:

- *Empowerment:* We provide people with the tools, resources and support they need to empower and locally lead themselves to deliver quality treatment for swallowing difficulties.
- *Equity:* We advocate that all individuals, regardless of their background or circumstances, have equal access to quality services for swallowing difficulties.
- *Empathy:* We create a safe, nurturing and culturally appropriate environment where those we interact with feel heard, valued, and respected.
- *Collaboration:* We build strong partnerships with healthcare providers, educational institutions, community organizations and government leaders to advance the management of swallowing difficulties.
- *Continued Learning:* We foster a learning environment where people are encouraged to exchange knowledge, best practices and latest research to improve services.

Job Summary:

The Organizational and Fundraising Director (OFD) reports to SSTC's Board of Directors, or assigned designate. This senior leadership role within the organization is responsible for mission-driven fundraising; providing strategic program oversight and organizational leadership; engaging with the Board of Directors; financial and regulatory oversight and compliance; and leading stakeholder relations and public engagement. The role is suitable for those with at least four years of management or senior leadership experience and at least three years of proven experience in fundraising, donor development or grant acquisition

This position requires a strategic, innovative and adaptable individual who will bring passion to the role, has excellent written and spoken skills in Khmer and English, and has a vision to help carry SSTC forward into a self-sustained Cambodian future.

Job Description:

1. Mission-Driven Fundraising (approximately 40%)

- Develop, execute and monitor SSTC's fundraising plans to ensure funding of SSTC's operations, personnel, projects and strategic plans.
- Provide fundraising reprojections as necessary.
- Lead and coordinate donor engagement events and outreach initiatives to showcase SSTC's impact and create new fundraising opportunities.
- With Engagement and Administrative Officer (EAO), support, utilize, acquire and cultivate relationships with individual donors, foundations, corporate sponsors, and international partners who are aligned with our mission and vision, in order to grow and sustain funding for SSTC.
- Seek, apply for, secure and co-ordinate relevant grant funding, private and corporate donations, in-kind donations, fundraising-event donations, and other sources of funding.
- Collaborate with relevant stakeholders (e.g. hospital sites, visiting volunteers, project manager) to create content collateral (e.g. case studies, photos, videos) to aid in fundraising.

2. Strategic Program Oversight & Organizational Leadership (approximately 25%–30%)

- Lead strategic planning via engagement with relevant stakeholders and relevant Subject Matter Experts (SMEs) to write, implement, monitor, evaluate and update SSTC's operational plans.
- Provide inspiring, empowering leadership that embraces and understands cross-cultural working and Cambodia's local context and healthcare challenges.
- Work in partnership with the Board of Directors, EAO, and SMEs to design, implement and review projects/activities that deliver SSTC's mission (e.g. training courses, hospital events, conferences).
- Ensure SSTC's projects/activities are implemented effectively, on schedule, on budget and in alignment with mission, vision and strategic plans.

- Ensure the quality of implementation of projects/activities on day-to-day basis (e.g. via team meetings, use of tracking systems and collaboration with key staff).
- Support the team to identify and manage challenges (e.g. through coaching, resource acquisition or reorganization of processes).
- With EAO support, facilitate successful team meetings, communications and development (e.g. via external training)
- Provide constructive line-management and support, develop and retain SSTC personnel. This includes staff/team development, supervision, performance management and termination for:
 - i. Internal team members (e.g. SSTC staff, fixed-term grant-funded positions)
 - ii. External team members (e.g. short-term visiting volunteers, consultants)
 - iii. Other relevant personnel working under SSTC management.

(Note: Degree of OFD's leadership on the above is limited in scope during probation. Additionally, experienced or lead SMEs will be required for recruitment, supervision and placement of technical experts, such as international clinical volunteers.)

- Work in collaboration with the Board and relevant SMEs (e.g. STC leadership) to plan and manage SSTC's ongoing human-resource needs. This includes working collaboratively to manage recruitment, team structuring or expansion. Human resource needs will be supported by the EAO, and will require consultation or direction from the Board and SMEs
- Lead on internal policy creation, review and implementation, in collaboration with the Board and other relevant team members.
- Actively engage in own professional reflection and development

3. Board of Directors Engagement (approximately 5%–10%)

- Maintain regular, high-quality two-way communication with the Board of Directors
- Collaborate closely with the Board, particularly the Executive Director, to support successful Board meetings and move mission-focused activities forward
- Engage and collaborate with Board members to actively support SSTC's fundraising campaigns, strategic partnerships, and advocacy efforts.
- Fulfil and respond to Board directives, queries and requirements
- Attend Board meetings as required (e.g. to present budget reports or input into strategic plans).

4. Financial and Regulatory Oversight & Compliance (approximately 10%)

- Provide excellent financial stewardship of the organization to ensure financial stability, sustainability and growth, with support from the Finance Officer (FO).
- Collaborate with the (FO) to develop and manage a sustainable budget and financial systems that support immediate program needs and long-term organizational growth.
- Monitor overall financial accounting, including collaboration with FO and SSTC's external Accountancy Firm.
- Ensure the organization's transparency and adherence to its legal and regulatory requirements, including overseeing the FO and EAO's completion and submission of required reports, records, filings, or memorandum of understanding for the Board and relevant government ministries.

- Ensure legal, regulatory and financial compliance with donor or grant requirements (e.g. managing requirements for taxable and non-taxable line items).
- Complete (or ensure completion) of grant reports and other associated donor or grant communications (with support from the FO, other team members or SMEs).
- Ensure appropriate financial resource allocation to run programs and meet operating costs (e.g. budget forecasting and reprojctions, oversight of tracking systems, ensuring proper allocation of restricted funds).

5. Stakeholder Relations and Public Engagement (approximately 15%)

- Raise awareness about SSTC's mission and work, representing the organization at national and international events, liaising with key government ministries, and relevant educational and healthcare institutions.
- Act as the primary spokesperson for SSTC, strategically communicating our vision and impact to relevant stakeholders, including the public and media.
- Create collaborative opportunities to further SSTC's vision and mission.
- In collaboration with SMEs, strengthen existing strategic partnerships, and establish new ones (e.g. with Cambodian government agencies, healthcare providers or universities).
- Advocate for policy or top-down changes, such as at a government level, to deliver and expand SSTC's mission and impact.

6. Contribute to a positive team environment

- Consistently act in alignment with the organization's core values and ethical standards in all aspects of work and decision-making
- Foster positive, productive working relationships with team members and external partners
- Attend and actively participate in SSTC team meetings
- Provide back up support to team members, when necessary
- Continuously seek ways to improve efficiency, quality, and effectiveness through new ideas and processes
- Complete other mutually agreed upon tasks that are reasonably aligned with the goals of this role

Required Qualifications and Skills:

This role requires:

- **Leadership expertise:** At least four years of management or senior leadership experience with non-profit organizations or NGOs, preferably in the healthcare or education sectors.
- **Fundraising experience:** Proven results in securing funding, with at least three years of experience in fundraising, donor development or grant acquisition, preferably in a non-profit or international development context.
- **Language skills:** High proficiency in Khmer and English (written and spoken).

Additional Skills & Experience:

- **Leadership & Management:** Experience managing a small, diverse team; experience leading across cultures to inspire staff, partners, and Board members
- **Strategic Thinking:** Proven success in strategic planning, program development, oversight and review to align a non-profit's activities with long-term goals and mission.
- **Mission Alignment:** Commitment to addressing inequities in Cambodian society (e.g. health, social or education). The ideal candidate would possess an understanding of the challenges of healthcare delivery or training in low-resource settings.
- **Capacity Building:** Familiarity with the challenges and opportunities of capacity building or health-systems strengthening within majority world contexts (especially in Cambodia and/or Southeast Asia).
- **Communication Skills:** Exceptional verbal and written communication skills with the ability to manage staff in progressive and empowering ways, and advocate for SSTC's mission effectively both locally and internationally.
- **Relationships and Connections:** Possess a relevant network or connections that can be leveraged to progress SSTC's mission. Ability to work with multiple stakeholders to achieve mission-based goals. Proven ability to create, grow and maintain strong partnerships, such as with government bodies, educational institutions, healthcare partners, and national, international funding agencies, individuals or organizations.

Hours, Compensation and Benefits:

- Full-time position: 35 hours per week (excluding 1-hour lunch breaks)
- Work days: Monday to Friday. Occasional compensated evening or weekend work may be required.
- Work Location: SSTC's office in Phnom Penh (BKK1). Occasional site visits may be required (including rare overnight stays).
- Salary: Negotiated during recruitment, based upon experience.
- Contract: 1 year (renewable, based on performance); three-month probation period.
- Compensatory time-off is offered in accordance with internal policy.
- Time off includes all Cambodian official public holidays.
- Annual paid leave in accordance with internal policy and Cambodian law.
- Sick leave is taken in accordance with internal policy and Cambodian law.
- 3 Packages of National Social Security Fund such as retirement pension, health insurance, and work accident are provided
- Employee taxes are covered by SSTC
- End of contract severance pay upon completion of contract, if contract is not renewed
- For mutually agreed annual contract renewals, up to 3% annual salary increase and a yearly bonus of one month's salary (both based on current salary and satisfactory performance)
- Work-related travel costs are covered by the organization (excluding routine travel to and from the office)

- Professional development opportunities are possible, such as coaching, shadowing, formal courses, study time or other learning opportunities, if these are identified as job-relevant by the SSTC Board and Organizational and Fundraising Director.