



## Philanthropy Connections

**Mission:** to connect community partners to the resources that they need to support vulnerable people to build dignified lives for themselves.

<b>Job Title</b>	Project Development Officer	<b>Application Deadline</b>	March 3, 2017
<b>Job Location</b>	Chiang Mai, Thailand	<b>Industry</b>	Non-government organisation (NGO)
<b>Employment</b>	Full-time	<b>Report to</b>	Associate Director
<b>Hours</b>	40 hours / week	<b>Employment Type</b>	1-year renewable contract

### Job Profile

Philanthropy Connections Foundation (PCF) is seeking a Project Development Officer (PDO) with experience in working with local partners and cultivating a strong network of local initiatives and NGOs in Southeast Asia. The PDO's main responsibilities will be to identify and seek out new projects to support, that align with PCF's mission and take part in project due diligence, monitoring and evaluation and reporting. The PDO will work closely with the Project Management Officer and Assistant Project Coordinator, and report to the Associate Director. This position is for Thai nationals only.

Interested applicants should send an email to [arusa@philanthropyconnections.org](mailto:arusa@philanthropyconnections.org) that includes a cover letter, CV and two references.

### Job Description

#### Core Responsibilities:

- Spearhead PCF efforts to identify new organisations to partner with, or projects to support.
- Coordinate and lead field trips to visit potential project sites, either as the sole PCF representative or accompanied with other PCF staff.
- Following field visits to potential project sites, return to the Chiang Mai office to produce field reports and brief the office on field visit results.
- Develop a robust, systematic process of identifying and evaluating new projects to incorporate into PCF's pre-Due Diligence and Due Diligence process.
- Work alongside the Project Management Officer to move potential organisations or projects through the PCF Due Diligence pipeline.
- Develop a robust system of creating key performance indicators (KPIs) for new and current projects.
- Work alongside the Project Management Officer to monitor and evaluate project performance based on established KPIs.

#### Secondary Responsibilities:

- Work alongside the Assistant Project Coordinator on project administration, including managing communications with current partners and facilitating project payments.
- Work together with project team to facilitate internal and external communications, developing project tools and doing additional tasks as needed to ensure the efficient running of project-related tasks.



## Competencies

### Qualifications / Experience

- Previous experience working with an NGO, specifically in the field.
- Familiarity with local communities and organisations, preferably in Southeast Asia.
- Experience in performing due diligence or identifying projects that align with a set of mission criteria.
- Experience with developing KPIs for project performance.
- Experience in or familiarity with coordination, administration, management monitoring and evaluation of non-profit projects.
- Experience working in an international and cross-cultural environment.

### Skills

- Able to communicate clearly in both Thai and English.
- Able to think strategically, analyse critically, and to translate ideas and insights into action through coherent and viable plans.
- Very experienced with Microsoft Word.
- Very experienced with Microsoft Excel, especially in drafting budgets and creating tracking/monitoring templates.

### Attributes

- Able to travel domestically and internationally for up to one week.
- Strong communication and interpersonal skills.
- Conducts oneself professionally.
- Attentive to detail.
- Flexible, diplomatic and able to listen and learn.
- Willing to be trained to acquire new skills, and to provide training to others.
- Self-motivated and able to work both independently and with a team, and to use one's skillset to assist the development of a diverse portfolio of projects.
- Organised, resourceful and able to meet multiple deadlines and prioritise new tasks as they arise.

