



Position:	Senior Coordinator
Location:	Phnom Penh, Cambodia
Contract length:	Sept 2016 to Aug 2017, with opportunity to renew
Organization:	New Venture Fund on behalf of its project, Global Alliance for Children and the Family Care First Cambodia initiative

Context

Family Care First Cambodia (FCFC) is the first of its kind effort to create and support a platform through which multiple layers of stakeholders across different sectors can build the necessary evidence and trust required to strategically and collectively contribute towards a significant increase in the number of children living in safe, nurturing family care. Guided by the collective impact model for structured, multi-sector collaboration, FCFC seeks to support local stakeholders in the development of a strategic framework for safely and significantly reducing the number of children without access to safe and stable home environments.

In March 2015, USAID convened local and global experts in child welfare and tasked them with collectively identifying strategies for meeting FCFC stated objective. USAID and GHR have since put forward seed funds needed to develop and support a series of co-designed “pilot learn and scale: grants as well as catalyze the creation of the FCFC governance structure. GAC has been selected to serve as the backbone entity to support the ongoing needs of FCFC.

Organizational Overview

GAC is the coordination hub or neutral ‘backbone’ organization of FCFC, providing logistical, financial, strategic, and evidence-based guidance to the multitude of FCFC stakeholders to support long-term scaling and learning. An important next step for the initiative going forward is to form a Technical Working Group for Implementation (TWGI) with members who have the following attributes:

- **Decision makers** who are able to drive systems change relevant to effort
- **Influential champions** who command the respect of broader set of stakeholders and are therefore able to bring stakeholders to the table and keep them there, and to effectively champion the strategy with the broader community
- **Content experts / practitioners** who are familiar enough with the subject matter to contribute substantively
- **Passion** for the issue and **urgency** on the need for change

- **Ability to focus on the greater interest of the community** while also able to represent the needs of their own organizations
- **Committed** to providing needed time and energy to attend monthly meetings and get work done. Should be willing to designate a single individual to attend meetings and act in their interest if for some reason they are unable to attend

The overall goal of establishing the TWGI is to build a trusted, committed and empowered group of individuals that are passionate about collaboratively developing a common agenda for championing the goal and vision of FCFC within their organizations and across Cambodia.

Position Overview

The GAC is seeking to hire a vibrant Senior Coordinator to lead GAC's work with the TWGI. The Senior Coordinator will be a visionary, dynamic leader who can help grow and facilitate the collective success of this national effort by:

1. Building relationships and trust between TWGI members
2. Providing inspiration and direction about the common agenda process and using collective impact
3. Developing a clear definition of the problem
4. Developing vision and guiding principles
5. Beginning to refine a high-level measurable goal for the effort based on data

When planning and facilitating TWGI meetings, it will be critical for the Senior Coordinator to develop a unique meeting environment that engenders trust and collaboration. For example, drawing out those individuals that are less vocal, actively listening to demonstrate understanding of a speaker's perspective, and summarizing what individuals are saying to make sure they feel that their perspective is heard while also being able to move through the agenda efficiently. It is also important to use a variety of facilitation tools to brainstorm ideas and make decisions through consensus, including small group work, self-reflection and full group collaborative decision-making, and other facilitation methodologies,

Requirements for the Senior Coordinator are as follows:

Facilitating and managing TWGI meetings

- Manage logistics of meeting dates, locations, scheduling, minutes, etc.
- Facilitate TWGI meetings that inspire direction and support to partner organizations in aligning work towards a common agenda.
- Maintain current contact list of TWGI members, including reaching out to members with low attendance
- Create meeting agenda, meeting materials (PPT, memo, copies of reports, etc.)
- Hold calls with FCFC leadership group to review progress, share meeting agenda, get feedback
- Debrief with FCFC leadership to capture reactions / next steps
- Connect via email or phone with those who didn't attend
- Answer questions from TWGI members between meetings

- Schedule and conduct additional relevant conversations to build relationships, answer research questions, make connections, etc.

Working with community partners

- Cultivate excellent working relationships with senior members of the Royal Government of Cambodia, INGO, NGO and community leaders in a way that can inspire collective action without formal authority
- Work with the TWGI and FCFC leadership to create and confirm a community engagement plan
- Support the TWGI to develop and sustain relationships with key local community entry points (e.g., commune councils)
- Support the TWGI to engage community in defining the challenge of child-family separation and in testing goals / strategic framework.
- Support the TWGI in their public communications and community engagement (e.g., by creating and updating talking points on FCFC for use by TWGI members)
- Work with TWGI members and their networks to continue to engage community residents (e.g., by coordinating community meetings or convening workshops)

Creating strategic coherence

- Maintain understanding of current implementation challenges and developing comprehensive solutions to address them
- Provide direction and support to partner organizations in aligning their work to the Common Agenda (e.g., identifying opportunities for program work to support specific goals)
- Act as a neutral arbiter and helping resolve disputes or disagreements in direction among TWGI members

Providing Leadership

- Provide visionary, adaptive leadership, modeling the GAC's guiding values at all times and fostering a culture that reflects them
- Demonstrate ability to negotiate and build solidarity
- Bring people to consensus across a bilingual environment, drawing out quieter voices
- Navigate local power hierarchies, and a strong presence and charisma
- Develop closure in discussions to make decisions and implement actions
- Exceptional interpersonal and communication skills (verbal and written), ability to maintain polished, detailed and professional communication in a fast-paced environment
- Strong initiative and ability to work independently and see initiatives through to fruition.
- Openness to professional development and growth.

Facilitating and managing stakeholders

- Build the Backbone's identity as a respected, neutral convener among a broad spectrum of local stakeholders
- Cultivate excellent working relationships with senior community leaders involved in this initiative in a way that can inspire collective action without formal authority
- Help identify and recruit additional cross-sector stakeholders to participate in the FCFC

work

Requisite Qualifications

This is an outstanding opportunity to play a critical role in helping to ensure that all children thrive in safe and nurturing families. Therefore, first and foremost, the Senior Coordinator must be committed to the mission and overarching goals of Family Care First Cambodia.

Additionally, the successful candidate will be able to demonstrate:

- At least 5-10 years of relevant work experience, including at least 3 years facilitating teams in a fast-paced and high-growth nonprofit, social enterprise, or business start-up environment
- The executive presence to inspire confidence and passion in both internal and external audiences
- Advanced strategy and planning skills, including an ability to think strategically on both organizational and systemic levels over multi-year horizons
- Strong data acumen and ability to envision complex shared-measurement systems
- Strong facilitation and presentation skills before multiple types of audiences
- Existing relationships with, or ability to build relationships with, a cross-sectoral range of stakeholders in the local or regional area, including senior executives
- Outstanding communication and interpersonal skills, with the ability to build authentic relationships with a diverse set of high profile stakeholders
- Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment; willingness to “roll up one’s sleeves” and extend beyond formal responsibilities based on the needs of the work

Desired Qualifications

- Experience in a start-up environment
- Familiarity with the local area and/or focus of the initiative
- Fluent in English. Ability to communicate in Khmer is an added benefit

Compensation

Compensation for the position is competitive and commensurate with experience.

Start Date

September 2016

Application Information

To apply:

Email a letter of interest, CV, and salary requirement in PDF format with the email subject “Senior Coordinator”. No hard copy applications.

Only short listed candidates will be contacted. 3 references and a 1420 form will be required for candidates selected for interviews.

Closing Date: September 10, 2016



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