

Job description

Communications and Member Engagement Fellow

Apply by November 26, 2017

Position Summary

<u>Position Profile</u>	Communications, writing, editing, grant sourcing, research.
<u>Unit</u>	Business Development/ Marketing & Communications
<u>Direct supervisor</u>	Business Development Director
<u>Duty station</u>	This position is based in the Nexus office in Phnom Penh, Cambodia.
<u>Term</u>	January 2018 – April/May 2018
<u>Stipend</u>	A monthly stipend of US\$500 will be provided

About Nexus for Development

Nexus opens doors for development. We work with a diverse range of organizations that are improving people's lives in the face of poverty and climate change. Nexus' connects award-winning organizations with world-leading businesses and investors, inspiring change that maximizes sustainable development outcomes.

As a cooperative, Nexus helps its members scale up their projects by connecting them to innovative funding sources, including carbon finance and loans. We provide technical resources and support to grow operations and deliver positive environmental impacts. Nexus members are part of a network that enables knowledge sharing opportunities with experienced project developers, social entrepreneurs, and non-governmental organizations.

For more information visit www.nexusfordevelopment.org

Position Profile & Responsibilities

Nexus is looking for a Communications & Member Engagement Fellow to support the ongoing communications activities and engagement with members. The fellow will be required to work independently on various tasks and check in with the supervisor before communicating final products.

This role is best suited to an individual who is resourceful and can work independently on well-defined tasks. The person must be an excellent communicator and preferably has some experience in and knowledge of Southeast

Asia and is familiar with climate change, renewable energy, and sustainable development.

Responsibilities include:

- Member engagement: Manage relationships with existing members and maintaining membership engagement by preparing various communication products to be shared with the members on a regular basis.
- Grant sourcing: Tracking and identifying funding opportunities both for Nexus and its members by doing research and developing a pipeline of prospective funding opportunities.
- Editing/writing: Support various teams across Nexus with writing, editing, and proofreading support for new grant proposals, communications/marketing materials, research/donor reports.
- Marketing & Communications: Assist with developing new marketing or communications materials and researching and creating content for social media/website.
- Support: Support the manager or director with any other related tasks, including administrative support as needed.

Key requirements

- Enrolled or recently graduated from Bachelor or Masters degree
- Native spoken English (or near-native) and excellent writing skills; experience in editing and/or proofreading; ability to translate technical information for communication to a non-technical audience
- Business development and fundraising knowledge, especially grant sourcing (preferred)
- Knowledge and experience on environmental issues in Asia, sustainable development, and climate change (preferred)
- At ease working in a small structure, start-up type, where versatility is required
- High level of autonomy in carrying out own work, yet with a keen team-spirit
- Pro-active and solutions oriented, able to work under time pressure
- Available in January 2018 and able to physically be located in Phnom Penh, Cambodia until April/May 2018 – remote working option can be considered but is not preferred.



What we offer

- A fun multicultural work environment based in Phnom Penh, Cambodia.
- Training and guidance on fundraising, communications, and engagement with a range of stakeholders and partners.
- Insight in sustainable development projects in Southeast Asia, including clean energy (cookstoves, biogas), water, and sanitation.
- Better understanding of climate change issues in Southeast Asia and how these can be addressed with technical expertise, innovative finance, and partnerships.
- Growing responsibilities and autonomy based on performance.
- A monthly stipend of US\$500 to cover for living expenses.
- For the right candidate, based on performance and internal needs at Nexus, there will be a possibility to stay on longer or transition into a more permanent role.

How to apply

Send your application (CV and 1-page cover letter) to contact@nexusfordevelopment.org with "Communications and Member Engagement Fellow" in the subject line.

Applications will be considered as received and in order of reception. Deadline for applications is November 26, 2017, or until a suitable candidate is found.

Applications received without a cover letter will not be considered.