

**Job Title:** Fundraising and Communication Officer  
**Reports to:** Head of Fundraising and Communication (HFC)

### SAIGONCHILDREN – ORGANISATION PROFILE

Saigonchildren is a UK registered charity working exclusively in Vietnam, our mission is to remove barriers to education in Vietnam.

Education is the most lasting and effective way we can help children and their families to escape from the cycle of poverty. It represents an investment in the children and in the future of Vietnam.

Everything we do helps children and young people learn and stay in education for longer, significantly improving life for themselves and their families through greater earnings and improved security.

We do that through our four main programmes: school building, scholarships, vocational support, and special needs education. Each day tens of thousands of children go to study in a public school built by saigonchildren - from the far south to the far north of Vietnam.

We also award educational and vocational training scholarships to children for whom family poverty would otherwise prevent them from continuing in education.

We also run Vietnam's leading autism education initiative and support many more special needs education projects for children with challenges including cerebral palsy, sight loss, and congenital birth defects.

**Join a team that is creative and always seeking to find innovative solutions to support many more children in need.**

### KEY ROLE AND RESPONSIBILITIES

The fundraising and communications officer is a member of the fundraising and communications department reporting to Head of Fundraising and Communications (HFC). You will work in close harmony with the HFC as well as other key saigonchildren senior managers such as the Director, the Head of Programmes, and especially Program Managers and Officers.

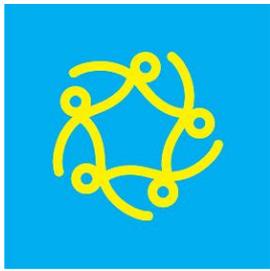
The post holder's principle responsibilities include:

#### Communication

- Collecting and creating content for our focus on stories from beneficiaries
- Social media content creation and engagement of the community across all channels (Linkedin, Facebook, Twitter, Instagram, TikTok)
- Content creation and engagement of monthly donors community
- Monthly reporting of social media engagement

#### Fundraising

- Support communication with sponsorships donors
- Support administration for any in-kind donation
- Support communication with new donors
- Animation of peer to peer fundraiser community
- Sales annual campaign (Christmas card and calendar project)
- Monthly reporting of individual giving

**Volunteers coordination**

- Recruitment of new volunteers
- On-boarding of new volunteers
- Animation of volunteer's team

**Others**

Other tasks are required by the HFC to fulfil department's objectives.

**Person specification**

This role would suit someone who is organised and also outgoing, willing to talk with "strangers". The Fundraising and Communication Officer needs to be fluent in English and must have an eye for detail.

The post-holder will have interest in social media strategies and digital marketing, copywriting skills and a strong sense of compassion for others and a desire to help children and communities.

You will also need to be computer literate and have experience of presenting one-to-one and to groups of people.

**Core staff responsibilities**

We work as a team where responsibilities and work are shared across the team. Developing relationships and networks with potential donors and with event participants is essential, as is ensuring events are delivered to saigonchildren standards on deadline. There will therefore be a need for some weekend and evening work in this role.

**Internal relationships**

As a key member of the saigonchildren team you will also need to liaise closely with all of your colleagues, specifically:

**1 Programme departments**

- Liaise regularly with Programme Managers, Head of Programmes to check latest project needs and developments.
- Work with programme department to develop effective project funding proposals.
- Remind and support programme with reporting and renewal proposals to donors and sponsors on time.

**2 Admin & Finance department**

- Regular forecasting and recording of income and checking income.
- Sales ordering and invoicing.
- Following-up income.
- Co-operating to chase bad debts.