



## **JOB DESCRIPTION**

<b>Position</b>	Foundations Fundraising and Major Gifts Coordinator
<b>Team</b>	Major Gifts, Trusts and Foundations team Communications and Fundraising department
<b>Status</b>	Full time
<b>Location</b>	Hanoi
<b>Last updated</b>	September 2024

### **Job Purpose**

To lead an exceptional team of fundraisers who contribute to Blue Dragon's work by securing major gifts.

### **Job Context**

Blue Dragon Children's Foundation is on a mission to end human trafficking. We believe that every child deserves exceptional care and a chance to thrive. Blue Dragon works with street kids, children with disabilities, and young people who have been trafficked. After rescuing children from danger and slavery, we reunite them with their family and provide all the services needed for recovery and growth while advocating for improvements to policy and law.

The Communications and Fundraising department ensures the success of Blue Dragon's work through fundraising, communications and marketing, and by maintaining our excellent reputation with donors, sponsors and the wider community.

Blue Dragon is a child-safe organisation, committed to the protection and exceptional care of children. We require all staff and volunteers to agree to and abide by our Child Protection and Young Adult Protection Code of Conduct.

We offer equal employment opportunities to all qualified persons without discrimination or harassment. We will make any necessary job accommodation for persons with disabilities or special needs.

## **Key Objectives**

- Uphold Blue Dragon's mission and values.
- Lead a team of professional fundraisers, supporting their development and learning.
- Secure needed funding from major donors, trusts and foundations.
- Keep donors informed and engaged through excellent communications and relationships.
- Manage the flow of information and data to ensure proper record keeping and project implementation.

## **Main responsibilities**

This is a position with writing updates, reports and proposals at its core. The Coordinator has an important role in seeking new funding sources and working with program staff on the spending of funds received. The *Foundations Fundraising and Major Gifts Coordinator* will lead a small team that plays a crucial role in Blue Dragon's fundraising strategy.

The responsibilities will be negotiated with the Strategic Director, the Impact Strategist, and the Communications and Fundraising Manager and will include:

### ***Team leadership***

- Provide leadership to team members, ensuring that everyone has the skills they need and is working toward common goals.
- Support team members to develop and implement plans and to be accountable for their results.
- Train, mentor and support team members to produce high quality updates, reports and proposals for donors.
- Ensure the Major Gifts, Trusts and Foundations team works in close collaboration with other teams of the Communications and Fundraising department.

### ***Donor engagement***

- Research and identify potential funding opportunities in liaison with the Donor Relations Coordinator, the Strategic Director and the Impact Strategist.
- Write funding submissions in collaboration with Program Managers.
- Prepare updates, stories, reports and other communication products to engage donors and share about Blue Dragon's progress.
- Coordinate reporting processes.
- Monitor and track grant applications and reports.
- In coordination with the leadership team and Program Managers, coordinate donor visits to program sites.
- In collaboration with the Finance team, produce financial reports for donors who require them.

### ***Information management***

- Work with the leadership team, Finance team and Program Managers to allocate funding to appropriate budget areas.
- Ensure Program Managers understand donor requirements and criteria, and support them to develop systems to monitor spending.
- Update and maintain donor databases and share information across the organisation.

### ***Communications and learning***

- Collect and share among the department updates about program activities.
- Identify and share key learnings and impacts from program activities internally and with donors and other external partners.

### **Support**

The *Foundations Fundraising and Major Gifts Coordinator* will support:

- a) Program Managers to understand their funding sources and reporting requirements; and
- b) The Donor Relations Coordinator, the Strategic Director, and the Impact Strategist with donor engagement.

The *Foundations Fundraising and Major Gifts Coordinator* is supported by the Strategic Director, the Impact Strategist, and the Communications and Fundraising Manager.

### **Key selection criteria**

#### *Essential*

- Excellent written and verbal communications skills in native-level English.
- Grant writing experience, preferably with a grassroots NGO focus.
- At least three years' experience in writing for a range of audiences, formal and informal.
- A passion for fundraising and development.
- A servant leadership mindset.
- Experience in managing a team, with proven leadership skills.
- An analytical mind with an openness to new ideas and innovations.
- Highly organised and detail oriented with the ability to implement systems and follow-up processes.
- Excellent computer skills (MS office package, email, database skills, internet).
- Ability to work to deadlines in a fast-paced environment.
- Experience working in an NGO environment.
- Commitment to child protection and safeguarding and Blue Dragon's values.

#### *Desirable but not essential*

- An understanding of the key issues Blue Dragon works on, including human trafficking, street children and youth development.
- Experience in budget development and management.