



## **Resource Development and Communication Manager**

Habitat for Humanity Vietnam (HFHV) is currently seeking a local or international professional to serve as a **Resource Development and Communication Manager**. This position is preferably based in Ho Chi Minh City and responsible for

- Developing and leading the implementation of the department's plans for acquiring the necessary financial resources to implement the organization's mission and strategic goals, including the development of proposals for international and national funding sources. e.g. corporations, foundations...
- Improving the brand awareness of HFHV and its programs to relevant audiences, domestically and world-wide through the use of effective communications channels
- Supporting the Country Director and other staff, as necessary, in the development and distribution of the annual report, which includes annual financial and program audits as well as program impact data
- Managing, supporting and supervising staff assigned to Resource Development and Communications Department.

### **Requirements:**

- Passion for working with and on behalf of people affected by poverty
- University Degree in Marketing, Communications, Non-for-Profit Management or related fields (Master preferred).
- Experience in fundraising
- Adept public speaker
- Strong attention to details
- Good writing skills
- Team Player
- High proficient in written and spoken English; Vietnamese language skills helpful.
- Computer proficiency in MS Word, Excel, PPT etc.

## **How to Apply**

Please note that only short-listed applicants will be contacted by email and that applications will be reviewed on an ongoing basis. Given the necessity to fill this position as soon as possible, and depending on the qualifications of applicants, HFH Vietnam may offer a suitable position to potential candidate and before the closing date (Feb 05, 2012); therefore candidates are urged to submit their application in a timely fashion.

Your application **must** include:

- A cover letter clearly demonstrating your suitability for this position
- A comprehensive CV (no more than 2 pages)
- Contact details (including telephone number and email) of 3 references including most recent direct supervisors

Applicants who do not provide **all** of the above requested information will not be considered.

Email your application to:

Human Resource Department

Habitat for Humanity Vietnam

Email: [application@habitatvietnam.org](mailto:application@habitatvietnam.org)

Habitat for Humanity International (HFHI) is a non-profit, ecumenical Christian housing ministry that seeks to eliminate inadequate housing and homelessness in the world, and to make decent shelter a matter of conscience and action. It was founded in 1976 and Habitat for Humanity Vietnam is a branch of HFHI. HFH Vietnam is an equal opportunity employer.

We sincerely thank you for your interest in Habitat for Humanity Vietnam