



CENTER FOR RESEARCH ON DEVELOPMENT COMMUNICATION

Room 707 Building 142 Le Duan - Hanoi

Tel/Fax: +84-4 385 66 777

Email: center@red.org.vn

Website: <http://red.org.vn>

Job advertisement for Event Planning and Fundraising Officer at RED

About RED

Red Communication is a Vietnamese development organisation whose work with the mission to promote changes in Media Environment and Communication capacity of NGOs and CSOs through identifying problems and offering solutions and communication innovations in order to tackle the problems.

RED Communication's main activities include:

1. Research and application solutions and innovation in development communication.
2. Communication capacity development through advisory and training services.
3. Popularizing knowledge, legal practices and communication relating to development issues.
4. Linking communication with development.

Vacancy

RED Communication (RED) is seeking to recruit a well-qualified and experienced Vietnamese individual for the following position:

- **01 Event Planning and Fundraising Officer** based in Hanoi Office
- **Contract details:** Fixed term contract

Details of job description and selection requirements of this position is posted at www.ngocentre.org.vn; <http://red.org.vn>

Starting date: As soon as possible

Main Responsibilities

1. Takes charge of the fundraising programme/project design and implementation
 - Innovative ideas for new fundraising program/project design, basing on local context & RED's organization strategy are detected, identified and shaped into concrete actions/programmes
 - Proposals for fundraising programmes are written and submitted to the donors
 - Detailed fundraising programme/project activities are jointly designed/developed, timely and adequately guided in implementation

- Resources (Finance and personnel) are well coordinated to effectively support programme implementation
 - Strategic and operational inputs to concept notes formulation, proposal development as assigned are well and timely performed.
2. Organizes RED's events and provides support in implementing programme/project activities
 - The logistic request for each event/programme activities are identified and synthesized
 - The logistic preparation for organizational/programmes' events or fundraising activities is undertaken and well done
 - The whole operation of each event/activity is thoroughly assisted
 3. Delivers supports, capacity building for RED staff on fundraising
 - Needs and opportunities for training and capacity building on fundraising for RED staff are identified
 - Regular technical supports and on-the-job coaching are provided to RED staff
 - Trainings, workshops are introduced/coordinated to improve RED staff's knowledge, technical skills, and management capacity on fundraising
 - RED staff receive sufficient supports in fundraising systems, mechanisms and procedures
 - RED staff are capable in planning, implementing and managing fundraising activities independently
 4. Networking/Establishes, develops and manages partnership with partners and donors
 - Potential partners/donors are identified, evaluated and recommended to RED
 - Communication with all stakeholders is maintained regularly
 - Relationships with the local governmental officials, local authorities and other influential stakeholders are established and maintained to support fundraising activities
 - Networks of local organizations are developed to provide technical support to programme activities
 - Logistics for donors' field visits are well arranged, and donors are provided with sufficient supports
 5. Integrates gender mainstreaming and sensitisation into all RED's activities and programmes
 - Gender is sensitised and mainstreamed in all aspects of the programmes/projects implemented in RED
 6. Other tasks as assigned by Line Manager are well performed

Skills and requirements

- University degree on political & social science, media, business, economic or development studies
- At least 3 years relevant working experience. NGO working experience is preferable
- Expertise on event planning and fundraising tools and techniques
- Language skills: Excellent English & Vietnamese language
- Excellent negotiation, facilitation and presentation skills
- Knowledge of local level issues
- Proven report writing skills, monitoring skills

Benefits and Terms

- Dynamic work environment
- Challenging job in a dynamic and supportive team
- Full benefits and long term contract provided
- Salary based on performance and experience

HOW TO APPLY?

Written application in English, stating why you are suitable for the post, together with full curriculum vitae, certified copies of available degrees should be sent by **7th September 2015** via e-mail: tuyendung@red.org.vn & phamhuyen@red.org.vn

Subject: Event planning and Fundraising officer at RED – 2015.

Only short-listed candidates will be contacted. Applications will not be returned.

RED is an equal opportunity employer.