

## **Resource Development and Communications Manager**

Habitat for Humanity Vietnam (HFHV) is currently seeking a professional individual to serve as a The Resource Development and Communications Manager (RD&CM), base in Ho Chi Minh City. The RD&C Manager is responsible for but not limited to

- Developing resource mobilization and communications strategies to support HFHV's mission.
- Through networking, presentations, proposal writing, event planning the RD&CM will take the lead role in securing resources for HFHV.
- Develop & maintain relationships with local, regional and international organizations to support HFHV's mission such as corporations, foundations, schools, faith-based entities, media, etc.
- Oversee donor compliance issues by developing donor agreements, sharing the donor requirements with respective HFHV staff and proactively following up on requirements.
- Provides oversight, support and management of Resource Development and Communications staff members
- Improve the brand awareness of HFHV by developing and communicating key information about the HFHV's work to relevant audiences both domestically and world-wide, including but not limited to annual report, marketing materials, press releases, impact stories, multimedia products, etc.

### **Requirements:**

- University Degree in Marketing, Communications, Non-for-Profit Management or related fields preferred
- Experience in fundraising and grant/proposal writing
- Experience and knowledge of institutional fundraising including logframe strongly preferred.
- Adept public speaker
- Strong attention to details
- Good writing skills
- Team Player
- Strong interpersonal communications skills including cross-cultural competency
- Fluency in written and spoken English; Vietnamese language skills helpful.
- Computer proficiency in MS Word, Excel, PPT etc.
- Willingness to travel

### **How to Apply:**

Closing date: **15 April 2014**

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
- Expected salary

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