

SAIGONCHILDREN – ORGANISATION PROFILE

Saigonchildren is a UK registered charity working exclusively in Vietnam. The vision for saigonchildren is to remove barriers to education in Vietnam. Our mission is that:

“Saigonchildren enables disadvantaged children in Vietnam to reach their full potential through receiving a quality education relevant to their needs.”

Saigonchildren is committed to the education of disadvantaged children from Tra Vinh on the southern coast to Tuyen Quang in the far north of Vietnam. We help by providing access to a good education and able to sustain themselves and their families.

Education is the most lasting and effective way we can help children and their families to escape from the cycle of poverty and it represents a double investment – an investment in the children but also an investment in the future of Vietnam. Saigonchildren has built up a reputation as a strong and effective NGO.

Saigonchildren builds schools where there are none or only the most basic provision; we provide scholarships and support to individual children from primary school to university and vocational training; we work with children with autism and other disabilities to provide access to education and we also support local Vietnamese organisations that support children with disabilities.

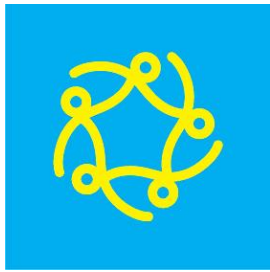
Job Title: Fundraising Manager (FM)
Reports to: Head of Fundraising and Communications (HFC)

Key role and responsibilities

The FM is a member of Fundraising and Communications Department reporting to 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 Manager and Officer. The post holder's principle responsibilities include:

Fundraising:

1. Provide inputs to HFC in developing an annual Fundraising plan that includes
 - a. Meeting annual agreed income and expenditure targets
 - b. Meeting standards of quality and performance for communication
 - c. Controlling and managing all outsourced relationships
 - d. Enabling others within saigonchildren to communicate and fundraise to the necessary levels to support themselves and saigonchildren.
2. Maintain existing donors' relationships, and renew their sponsorships including preparing Project Proposals
3. Research, identify and secure new donors and funding sources within and external to Vietnam for saigonchildren's programmes and for unrestricted funding.
4. Produce funding proposals for potential donors and grant providers.
5. Produce Funding Agreements for donors and funding partners.
6. Conduct fundraising on a project-by-project basis, when required.

**Events:**

1. Provide inputs and support to execute all events if requested

Donor Relationship Management

1. Help to maintain, develop donors' relationships and find new donors.
2. Produce with frequent updates on Donors' Profiles and History of sponsorship with saigonchildren.
3. Provide inputs and help in maintaining and developing Donors' database.

Volunteers

1. We are fortunate to have many volunteers who offer to help with everything from translation, programmes' activities, to updating the database. We are keen to ensure that they find their commitment not only useful and absorbing but positive too. Managing them is an important function for the FC Manager. Policy and guidelines are in place to help manage this with the Head of Finance and Administration.

Others

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

Person specification

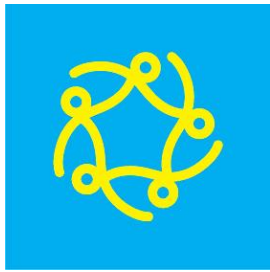
This role would suit someone who is organised and also outgoing, willing to talk with "strangers" and solicit for sponsorship either on call or face to face. The FM needs to be fluent in English and must have an eye for detail. You will be working with major companies and Foundations and with people at a senior level in those organisations. These will be both in Vietnam and in other countries around the world. You will therefore need to be confident and out-going.

The post-holder will have had experience in sales and marketing capacity but bring with you 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.

Required:

- Vietnamese national with a university degree
- A minimum of three years of work experience
- Experience in sales/ marketing
- Demonstrated skills to close deals and expand network
- Possess these skills: Time management, negotiation, self-management and have a can-do attitude
- Excellent verbal and good written communication skills (in English and Vietnamese)
- Proficiency in using Microsoft Office Tools



Core staff responsibilities

The FM will work closely with 5 other core team members. We work as a team where responsibilities and work are shared across the team on a project by project basis and where we cover each other when needed, rather than being too precise about who does what. 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

- Collaborate with Admin & Finance to build the fundraising budget.
- Regular forecasting and recording of income and checking income.
- Sales ordering and invoicing.
- Following-up income.
- Co-operating to chase bad debts.