

JOB DESCRIPTION



FUNCTION: Fund Raising Officer

DATE : 12 June 2013 (final version)

Context

Purpose	Ensure adequate funding of the Mekong Regional Program derived from multiple sources (such as philanthropic foundations/organizations, private companies, bilateral and multilateral development assistance facilities, consultancy & technical assistance firms, and individuals) while being consistent with the program, values and culture of the VE organization, working in close collaboration and coordination with key staff of the Mekong Regional Office and Head Office in Belgium.	
External key relationships	<ul style="list-style-type: none"> ▪ Donors and funding agencies for the Mekong Region countries (Vietnam, Cambodia, Laos, Thailand, Myanmar and China-Yunnan Province) ▪ Funding companies and private sector ▪ Fundraising and communication agencies ▪ Public stakeholders in Vietnam and Mekong Region 	
Reports to	Regional Representative	
Manages	(none)	
Relation and Co-ordination	Name(s) of the functions or units	Type of relations
	Regional Coordinator for Inclusive Modern Markets (IMM) Program	Alignment and integration of program needs with funding opportunities
	Regional Coordinator for Sub-sector Development (SSD) Program	Alignment and integration of program needs with funding opportunities
	Finance & Admin Manager	Compliance with VECO cost norms and financial accountability
	PLA Coordinator	Coordination on planning and monitoring for donor reporting
Position in the organisation	Program Coordinator Level Part of the Office of Regional Representative Part of Mekong Regional Program	
Location	VECO Mekong Regional Office, Hanoi, Vietnam	
Job size	Full-time	
Travels	Travel within the Mekong Region required and to other donor locations as necessary.	

Responsibilities

- Develop and manage innovative fundraising strategy, products (e.g., brochure, concept notes, proposals, tenders) and systems (e.g., donor database, communication and reporting) based on the Mekong Regional Program Plan Framework and Mekong Fund Raising Study.
- Identify, contact and inquire with potential donor/funding agencies for grants, gifts, legacies,

investments, equities, partnerships and other funding instruments.

- Detect funding opportunities from the private sector and coordinate with the IMM Coordinator.
- Attend Call for Proposal Orientations and/or donor meetings
- Establish, develop and nurture good relations with donors and funding agencies.
- Develop and write concept notes/papers, proposals, tenders and submit to appropriate funders and donor partners
- Follow-up funding prospects and leads of submitted concept notes and proposals
- Facilitate orientation and visits by potential and current donor partners to the VECO Mekong Program.
- Work with colleagues at the Regional Office to identify and prioritise funding needs and inspiring opportunities, and in preparing the concept notes/papers and proposals
- Work with VECO Head Office to ensure funding opportunities and information are most effectively seized for the Mekong Program
- Give monthly systematic reporting on the progress of fundraising to the Management Team
- Compile and maintain detailed and accurate records of funding, contact details and contact history, and ensure integration into VECO database

Job Requirements

Qualifications and technical knowledge	<ul style="list-style-type: none"> ▪ Bachelor or Master in Communication, Marketing or other relevant fields ▪ Or equivalent experience in fund raising and resource generation
Languages	<ul style="list-style-type: none"> ▪ Very good working knowledge of English, both spoken and written ▪ Knowledge of national language in any Mekong Region Countries, an advantage but not required
Experience	<ul style="list-style-type: none"> ▪ Experience in successful (major donor) fundraising is a strong asset ▪ Experience in working and/or relating with development organisations ▪ Experience in working with the private sector in the region, and familiarity with their culture, language, and Corporate Social Responsibility practices are important assets
Skills and knowledge	<ul style="list-style-type: none"> ▪ Good understanding on the issues around IMM and SSD in rice, fruits & vegetables and tea sub-sectors that are attractive to donor agencies. ▪ Ability to write strong concept notes/papers and proposals in English based on IMM and SSD issues in rice, fruits & vegetables and tea sub-sectors. ▪ Possess combined creativity, innovation and good common sense in resource generation and mobilization. ▪ People-oriented person with excellent communication, interpersonal, negotiation and influencing skills ▪ Good understanding on the drivers and motivations of private sector for funding. ▪ Keen and proactive ability in building productive relationships with donor and funding partners ▪ Ability to relate productively in multi-cultural setting ▪ Strong research and analytical skills ▪ Resourceful, well organized, efficient and cost-effective and able to manage own time and workload ▪ Creates strong morale and team spirit within the VECO organization

	<ul style="list-style-type: none"> ▪ Target-driven and results-oriented ▪ Can manage events and possess the ability to give presentations
Attitude	<ul style="list-style-type: none"> ▪ Has a strong affinity with VECO vision, mission and values (commitment) ▪ Possesses positive attitude focussed on win-win solutions (a winner) ▪ Open to working with the private sector (pragmatic) ▪ Acts with integrity and respects for others (working together) ▪ Constructively challenges self and others (making it happen) ▪ Can be relied upon to deliver commitments (accountable) ▪ Inspires people to act in accordance with the vision, mission, values & plan of VECO (alignment). ▪ Fosters open dialogue and shares successes (building effective teams) ▪ Willingness to learn and share lessons learnt (active learner)