



Resource Development & Communication Manager

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

Leadership

- Develop a communication and fundraising strategy with clear deliverables for raising awareness and acquiring resources from international and national supporters to achieve HFHV's strategic plan.
- Provides oversight, support and management of Resource Development and Communications staff members
- Serves on HFHV Leadership Team.

Resource Development and Communications

- Develop & maintain relationships with local, regional and international organizations to support HFHV's mission such as corporations, foundations, schools, faith-based entities, media, etc.
- Develop, and monitor compliance, of Resource Development and Communications policies and procedures that align with HFHI global policies including but not limited to branding, collaborative fundraising, photo usage, media, etc..
- Conceptualize, execute and manage special fund raising and advocacy events either as an HFHI-V initiative or in collaboration with partners

Resource Development

- In coordination with relevant HFHV staff, take the lead on the development and submission of project proposals for donors
- Oversee donor compliance issues by developing donor agreements, sharing the donor requirements with respective HFHV staff and proactively following up on requirements.
- Mainstream communications from the HFHV's project offices and functional team members to support timely and accurate concept and proposal development as well as donor reporting
- Develop and manage a database of current and potential donors in terms of funding preferences and priorities

Communications

- 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.
- Support communication needs of the project implementation activities such as groundbreaking and dedication ceremonies, special build events, signage, etc. If timing limits direct engagement, review content and materials.
- Coordinate social media and website maintenance and monitor third party content on a regular basis

- Act as English resource as needed i.e. review manuals and other project materials
- Coordinate merchandising design and procurement process

Responsible for other duties as assigned by Country Director

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 xxx 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: **10 Aug 2015**

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

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