



Habitat for Humanity International founded in United States in 1976. Habitat now works in 1,400 communities across the U.S. and in nearly 70 countries and has helped 6.8 million people achieve strength, stability and independence through safe, decent and affordable shelter.

Our vision

A world where everyone has a decent place to live.

Our mission

Seeking to put God’s love into action Habitat for Humanity brings people together to build homes, communities and hope.

HFH Vietnam has been working in Vietnam since 2001. As of June 2016, HFH Vietnam has enabled more than 13,600 low-income Vietnamese families to improve their living conditions through decent homes, clean water and safe sanitation and post-disaster reconstruction and repairs. In addition, HFH Vietnam has provided training in disaster preparedness, financial education, hygiene practices, and construction skills, among others, to more than 75,800 individuals.

For more details, please visit us: <http://www.habitat.org/> <http://habitatvietnam.org/>

We are looking for high potential Vietnamese candidate to fill a role of Resource Development Coordinator. Our announcement will close by 10 Mar. 2017.

We recommend interested & qualified candidate to send a comprehensive CV and cover letter to highlight your interest and capabilities and contact details (including telephone number and email) of 3 references including most recent direct supervisors to application@habitatvietnam.org

Habitat for Humanity Vietnam gives equal employment opportunity to qualified candidates.

Position Title	Resource Development Coordinator	Work Location	HCM City
Report to:	Resource Development & Communication Manager	Supervise	None

Job Summary:

The Resource Development Coordinator (RD Coordinator) is responsible for supporting RD&C manager in developing resource mobilization to support HFHV’s mission. The RD Coordinator will support in drafting mini-project proposal under supervision of the RD&C Manager.

Main Accountabilities:

Management requirement

- Participate in developing the department plan

Resource Development

- In coordination with RD&C Manager to receive information for drafting mini-project proposal
- In coordination with RD&C Manager to remind and review project reports for donor com compliance
- In coordination with Communication Officer to collect and manage the potential donor database for marketing activities
- Updating new calls of Grant to RD&C Manager regularly by receiving announcement sent to info email
- Updating and drafting Marketing sheets for fundraising activities
- Updating and drafting Open Letter to approach local and international donors (GFN, CSR etc...)

Communications

- **Internal communication:**

- Assisting RD&C manager to review and update internal communication tools as mentioned in the RD&C Orientation Document (Powerpoint presentation)
- Coordinate with Communication Officer for supporting relevant departments in conducting internal communication activities

- **External communication:**

- Coordinate with RD&C Manager and Communications Officer to develop and update external communication tools such as annual report, website, impact stories, multimedia products, e-newsletter, thank you letter 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 then review content and materials.
- Coordinate with Communication Officer to develop social media such as Facebook, Twitter, Youtube
- Coordinate with Communication Officer to work on merchandising design and procurement process
- Following up on project training activities for communication report on training impact
- Validating branding issues for all external communication activities
- Coordinate with Communication Officer for social relationship activities such as developing Christmas and New Year card, gift preparation
- Coordinate with RD&C Manager to share and update activities of HFHV program to AP Office

Job requirements:

To be successful in this role, potential candidate should demonstrate following qualification & willingness & available to frequent travel domestic & occasional regional/international

1. Bachelor's degree in Marketing, Communications or related fields preferred
2. Minimum 03 years of experiences
3. Soft skills include:
 - Fluency in spoken and written English
 - Alignment with our vision and a passion working with and on behalf of people affected by poverty via housing, water and sanitation solutions
 - Excellent computer skills (e.g. Microsoft Word, PowerPoint, Excel, Outlook, Photoshop)
 - Flexible crisis management
 - Fully client- and service-oriented