



## 7 Month Employment Job Announcement

Habitat for Humanity is looking for Vietnamese **Resource Development Coordinator**

Our announcement will be closed by 31 May, 2018

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.

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/>

### **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.

Position Title	Resource Development (RD) Coordinator
Report to	Senior Resource Development & Communication (RD&C) Manager
Work Location	Ho Chi Minh Office
Supervise	None

### **Job Summary**

Resource Development Coordinator is responsible for supporting Senior RD&C Manager in developing resource mobilization and communications strategies to support HFHV’s mission.

### **Key Accountabilities**

1. Propose & implement fund raising programs to Sr. RD&C Manager that include but not limit to following:
  - Drafting project proposals that reflect matching between donors’ concerns and HFHV vision, mission and strategic plans
  - Developing FOI (foundations/organizations and institutions) database and regular monitoring/sharing of opportunities in line with HFHV targeted donors
  - Managing donor portfolios (as agreed with RDC Manager) including regular donor communication, reporting, and coordinating donor branding/PR with relevant departments
  - Regularly updating new calls of Grants to RD&C Manager by receiving announcement sent to info email
  - Representing HFHV at meetings with new donors/networking events and working group sessions
  - Updating and drafting Open Letter to approach local and international donors (GFN, CSR etc...)
2. In consultation with Sr. RD&C Manager to define donors’ compliance requirements, propose approaches & co-ordinate implementation of donor compliance within and outside HFHV’s stakeholders. Activities include but not limit to:
  - In coordination with Sr. RD&C Manager to review project reports for donor compliance

- Completing donors' compliance reports on time through co-ordination with relevant stakeholders to collect sufficient information and composing reports
  - Developing grant checklist and project introduction sheets in coordination with relevant departments (Program/Finance/Volunteer) on responsibilities related to donor compliance
  - Communicating donor requirements in advance to relevant departments to ensure compliance.
3. Assist Sr. RD&C Manager to promote HFHI vision, mission and HFHV's brand and reputation through:
- Coordinating with Communications Officer to develop and update external communication tools such as annual report, website, impact stories, multimedia products, e-newsletter, thank you letter etc...
  - Supporting 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.
  - Coordinating with Communication Officer to develop social media content for Facebook, Twitter, Youtube and social relationship activities such as developing Christmas and New Year card, gift preparation
  - Following up on project training activities for communication report on training impact
  - Validating branding issues for all external communication activities
4. Discuss with RD&C team to select and share /update activities of HFHV program to AP Office regularly

### **Critical Job requirements**

To succeed in this role, willingness & availability to travel frequently as required and following minimum requirements are met.

1. Bachelor Degree of Marketing, Communications or related fields
2. Minimum 5 years of related experiences
3. Fluency in Vietnamese is required.
4. Fluency in spoken and written English. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
5. Active listening & reading comprehension
6. Effective negotiation skills
7. Excellent computer skills (e.g. Microsoft Word, PowerPoint, Excel, Outlook)
8. Thinking forward & creatively
9. Fully client- and service-oriented
10. Work independently and able manage multi-tasks with conflicting priorities in multicultural environments
11. Demonstrate truly passion working with and on behalf of people affected by poverty via housing, water and sanitation solutions

**At Habitat we commit to provide people with following values:**

1. Competitive salary and benefits comparing with other iNGOs in Vietnam
2. Open, collaborative and supportive working environment
3. Experiencing meaning of community development through Habitat's projects

Candidates who are Interested in community development & qualified to the job is welcome to send us your comprehensive English 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](mailto:application@habitatvietnam.org)

Habitat for Humanity Vietnam gives equal employment opportunity to Vietnamese qualified candidates. Please note that only shortlisted candidates will be notified.