



Corporate Engagement and Fundraising Manager

CHANGE (Center of Hands-on Actions and Networking for Growth and Environment) is a local NGO working on engaging the youth, communities, corporates and governments in solving environmental and sustainability problems in Vietnam. CHANGE is currently seeking a qualified individual for the position of Corporate Engagement and Fundraising Manager (CE&F), based in Ho Chi Minh City, to be responsible for but not limited to:

- Leading the role in raising funds and other resources needed for CHANGE's projects and its operations, through networking, proposal writing and event planning
- Developing sponsorship proposals and writing grants for on-going and new programs of CHANGE
- Working with corporate partners in developing and implementing partnership projects, including but not limited to Climate Camp, Blue Office, Eco-Friendly Brands ..., and engaging the corporate employees as volunteers in relevant programs
- Researching and reporting on corporate giving trends, and suggesting new techniques to increase corporate giving and keep our corporate partners engaged for the long term
- Planning and implementing corporate thank you activities which may include small gifts, personal thank you notes, or events
- Proactively searching for potential donors and grant opportunities for donor database
- Overseeing donor compliance issues; advising and monitoring the project development and implementation as well as reporting to make sure donors' requirements are met
- Building the brand awareness of CHANGE, through communications materials and tools, including but not limited to annual reports, marketing materials, multimedia products, social media, events and other activities targeting corporate partners and other donors.

Requirements:

- University Degree in Marketing, Communications, Non-for-Profit Management, business development, environmental stewardship, sustainability or related fields preferred
- Experience in fundraising and grant/proposal writing
- Strong presentation and public speaking skills

- Organized, reliable, detail oriented
- Comfortable working independently and as part of a team
- Fluency in written and spoken English
- Willingness to travel
- Flexible; enjoys a creative, fast paced environment
- An enthusiastic fan of social media and digital tools

Benefits

- Direct, hands-on experience implementing a philanthropic corporate engagement program
- Exceptional opportunity to gain first-hand experience in a busy, innovative, dynamic philanthropic organization
- Great opportunities for professional networking, capacity building while working for a good cause
- Salary and other benefits negotiable

How to Apply:

Closing date: **30 March 2014**

Your application in English **must** include:

- A cover letter clearly demonstrating your suitability for this position
- A comprehensive CV
- Contact details of two references including most recent direct supervisors
- Expected salary

Please email your completed application to Mr Tung Tran, HR Manager,
tungtran@changevn.org