

JOB DESCRIPTION

POSITION: Vice Director

Duty location: Ho Chi Minh City, Vietnam



ABOUT CHANGE

CHANGE mission is to create sustainable changes in the fields of environment and development through innovative communications, capacity building, and creating opportunities for young people to build local movement.

CHANGE is currently active working in 3 areas:

- Climate change: www.350.org.vn
- Wildlife protection: www.wildaidvietnam.org
- Volunteer development: www.changevn.org

ABOUT THE POSITION

Management

Under the direction of the president or board of directors, the Vice Director manages employees and the day-to-day activities of CHANGE. This includes developing responsibilities for the staff, hiring employees, developing and mentoring staff, as well as ensuring CHANGE accomplishes tasks to meet its overall goals.

Organizational Policies

Working with the board of directors and other senior executives of CHANGE, the Vice Director plans, develops and enforces policies and objectives for CHANGE to ensure it maintains its values and meets established goals.

Engagement and Fundraising

Because most nonprofit organizations rely on donations from the community and individuals interested in the organization, the Vice Director creates public awareness initiatives and ensures CHANGE is visible to the community and those interested in assisting the foundation. This may include assigning staff members to coordinate fundraisers, community events and other programs to create responsiveness to CHANGE.

Financials

Financial responsibilities include overseeing and maintaining the financial budgets for CHANGE. This includes ensuring CHANGE is compliant with government guidelines as a nonprofit organization, allocating funds for each department and ensuring the financial stability of CHANGE.

Reporting

These professionals prepare operational and financial reports for the board of directors and top executives of CHANGE. These reports are typically presented to executives on a quarterly or yearly basis to review CHANGE status, as well as exchange ideas and suggest changes to improve operations.

OUR REQUIREMENTS

Education: University Degree in Business or related field;

Experience:

- At least 3 years of work experience at management level;
- Good understanding of financial and accounting policies, standards and associated regulatory issues;
- Work experience with community development projects and/or INGOs would be an advantage.

Skills:

- Good communication skills (both written and oral) in Vietnamese and English;
- Competent in Microsoft Word and Excel;
- Good analytical and organizational skills, attention to detail and determination to meet deadlines.

Other qualities:

- Honesty and strong ethics are required in order to be successful in this position;
- Ability to work independently and as part of a team;
- Demonstrated capacity and willingness to learn - open to learning new ways of doing things;
- Professional attitude towards work;
- Pro-active and results oriented; and
- Friendly, customer service orientation.

Expected starting date: As Soon As Possible.

Application screening email: info@changevn.org

Application deadline: 30 July, 2015

CHANGE – Center of Hands-on Actions and Networking for Growth and Environment

Address: 5th floor, HT Building 132 – 134 street D2, W25, Binh Thanh, Ho Chi Minh City

[T] (+84-8) 668-13513