

DIGITAL FUNDRAISING MANAGER

The Library Project is looking for a Digital fundraiser to contribute the growth of a diverse and sustainable funding base for our programs in Asia (Vietnam, Cambodia, Thailand and China).



What is The Library Project?

The Library Project donates books and libraries to under financed rural primary schools and orphanages in Asia. We believe education is the key motivator to breaking the cycle of poverty that exists in the developing world. As we see, education is change.

Please check our website for more information: www.library-project.org

Primary Responsibilities:

The successful candidate is looking for a challenge and thrives in a small team but dynamic work environment. You will be able to adapt to meet evolving organizational needs and priorities.

- In collaboration with the Fundraising Director, and the staff team, contribute to the development and implementation of a comprehensive digital fundraising strategy.
- Working with the Program team, develop, draft and submit digital fundraising campaign
- Prepare and present all the solicitation material
- Build and maintain relationships with our community
- Participate in organizing and facilitating awareness-raising and cultivation activities such as special events, in-person meetings and phone calls.
- Conduct prospect research for the development of our digital fundraising strategy.
- Monitor and ensure proper tracking of all data related to contacts, proposals, campaigns and donations.
- Participate in the development, writing and design of fundraising materials for print and online publication.
- Proven track record of securing new funding.
- Experience of creative content writing.

Desired skills and qualities:

- Exceptional writing and editing skills, excellent spoken and written English
- Experience of running online acquisition campaigns
- Understanding of digital tracking analytics
- Understanding of email marketing
- Proven experience in online income generation and the development of online fundraising and/or marketing strategies.
- Experience in online content management (web and blogs)

- Experience in the active management of social networks
- Experience on the development and overseeing of budgets
- Demonstrated commitment to The Library Project's mission
- Proven ability to achieve and exceed identified goals.
- Excellent understanding of the digital fundraising context in the U.S. (with HongKong will be an asset)
- Ability and experience of working autonomously and as a part of a team.
- Resourcefulness, flexibility and the ability to learn and adapt on the job.
- Initiative and Innovative spirit

Terms:

Located in the TLP office in Ho Chi Minh City.

Salary Range: please send us your expectations

How to apply?

Please use English in your cover letter:

- Tell us what excites you about joining the Fundraising team at The Library Project and how you relate to our mission.
- Tell us about you past fundraising success with case study and figures.
- Build on what is in your CV by sharing concrete examples of how your skills and experience demonstrate your ability to perform as our Community Online Fundraising Manager.
- Please share with us your salary expectations

Deadline to apply:

Applications will be reviewed on a rolling basis until the position is filled. We thank everyone for applying but only those selected for an interview will be contacted.

For further information, or to send us your CV and Cover letter, please contact:

Angelique Masse Nguyen, CEO

angelique@library-project.org

Christine Wang, Fundraising Director

christine@library-project.org