

## GRANTS MANAGER

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



### **What does The Library Project do?**

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 it, education is change.

[www.library-project.org](http://www.library-project.org)

### **Primary responsibilities:**

The successful candidate thrives in a small team but dynamic work environment and is 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 grants fundraising strategy.
- Working with the Program team, develop, and submit funding proposals in English
- Prepare and present solicitation material.
- Build and maintain relationships with our grants donor base
- Monitor and ensure proper tracking of all data related to contract, proposal, reporting
- Experience of creative proposal writing, combined with the ability to demonstrate clear outcomes and impact.

### **Desired skills and qualities:**

- Exceptional writing and editing skills.
- Excellent spoken and written
- Education or training in Business, Marketing, Sale, Communication or social sciences. If not significant related work or volunteer experience.
- Demonstrated commitment to The Library Project' mission
- Proven ability to achieve and exceed identified goals
- Excellent understanding of the non-profit funding landscape in Asia.
- 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: The Grants Manager salary will be according the Vietnam local pay scale. **Please communicate your salary expectations with this understanding.**

### **How to apply:**

#### **In your cover letter, in English, please:**

- Tell us what excites you about joining the fundraising team at The Library Project and how you relate to our mission.
- Tell us about your 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 Grants Fundraising Manager.
- Please share with us your salary expectations

**Deadline to apply:** *This position will be recruited as soon as possible*

### **To apply send us your CV and cover letter:**

Angelique Masse Nguyen, CEO and Christine Wang, Fundraising Director  
[angelique@library-project.org](mailto:angelique@library-project.org) and [christine@library-project.org](mailto:christine@library-project.org)