

JOB ADVERTISEMENT

Center for Studies and Applied Sciences in Gender – Family - Women and Adolescents (CSAGA) is a non-profit, non-governmental organization founded in 2001. CSAGA’s mission is to promote the implementation of the rights of women and children who are vulnerable to violence and discrimination in Vietnam through innovative approaches.

CSAGA is looking for **01 Fund-raising Officer** for Communication and Fund Raising Department.

Main Job Tasks and Responsibilities:

Job title	Fund-raising Officer
Department	Communication and Fundraising Department
Code	MT11
Job type	Full time
Type of Contract	1 year
Location	Hanoi
Number of position	01
Responsibilities	<ul style="list-style-type: none">- Raise funds from steward relationships with donors inside and outside- Create positive and memorable donor experiences of the organization through timely and effective communication- Support the technical team in preparing materials for developing new projects and grant opportunities;- Design proposal based-on the strengths of CSAGA- Manage CSAGA’s social media presence including official website, Facebook Page, YouTube by regularly posting news updates, staff profiles, project profiles, reports and other materials- Design CSAGA’s communication products including refining and creating templates and formatting reports and publications
Requirements	<ul style="list-style-type: none">- At least 2 years experience in raising fund for NGOs or business sectors- Excellent communication in English

	<ul style="list-style-type: none">- Good problem solving skill- Good negotiation, communication skill- Open, trustworthy, confident, persuasive
Salary and allowance	<ul style="list-style-type: none">- Salary as negotiation + competitive commission- Overtime allowance as Human Policy of CSAGA- Other benefits as Human Policy of CSAGA- Health insurance, social insurance under the Labor Code- Active, friendly working environment
Application documents	<ul style="list-style-type: none">- Complete information in the recruitment form at: http://goo.gl/forms/8an7jPfZYf- CV in English; diplomas and other certificates (if any) to email tuyendung@csaga.org.vn
Deadline	17/04/2016

Contact:

Ms. Dieu Linh

Human Resource Department

Fl. 1, House A9, Cốm Vòng street, Dịch Vọng Hậu ward, Cầu Giấy district, Hanoi

Tel: 04 3791 0014 Ext: 19

Email: tuyendung@csaga.org.vn

