



Loreto KIDS Charity
'lifting learners into the future'

Chief Executive Officer Recruitment Notice

1. Loreto Vietnam Australia Program

Loreto Vietnam Australia Program (LVAP) is a registered international non-government organization (INGO) in Vietnam (Permit Number:15/CNV-VPDA) dedicated to the reduction of poverty through beneficial, qualitative and responsive educational opportunities for underprivileged and disabled students. Since 1997, LVAP has reached out to over 60,000 children through our projects; giving them support in various forms to foster an encouraging learning environment. Our staff are comprised of a dedicated, small team based in Ho Chi Minh City, Vietnam.

For more information, please visit <http://loretovietnam.org>

2. Position

Reporting to the Board, the Chief Executive Officer (CEO) will have overall strategic and operational responsibility for LVAP's staff, programs, expansion, and execution of its mission. S/he will initially develop deep knowledge of field, core programs, operations, and business plans.

3. Responsibilities

3.1 Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Ensure ongoing compliance with Vietnamese and where relevant Australian regulations.
- Actively engage and energize LVAP's volunteers, board members, ambassador(s) organizations, donors and other key external stakeholders including the Australian government in Vietnam.

LORETO KIDS CHARITY

P.O. Box 715 Ho Chi Minh City, Vietnam - Phone: (84-8) 3910 6364 - Fax: (84-8) 3910 6811

Email: info@loretovietnam.org | Web: www.loretovietnam.org

- Effectively engage and maintain good relations with relevant Vietnamese government agencies and organisations.
- Develop, maintain, and support a strong Board: seek and build board involvement with strategic direction for both ongoing local operations as well as for the new strategic plan to be developed in conjunction with the Board.
- Lead, coach, develop, and retain LVAP's high-performance team.
- Develop and ensure effective and transparent systems to track progress, manage and enhance team performance, regularly evaluate program components, ensure governance so as to measure successes that can be effectively communicated to the Board, funders, and other constituents.

3.2 Fundraising & Communications:

- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion or new programs as determined by the future strategic plan
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand within Vietnam amongst Vietnamese donors
- Use external presence and relationships to garner new opportunities

3.3 Planning & New Business:

- In conjunction with the Board, drive the strategic planning process and design subsequent annual business plans for Board approval;
- Begin to build partnerships, establishing relationships with new donors who are business and community leaders.

4 Qualifications

The CEO will be thoroughly committed to LVAP's mission and will represent Loreto values. All candidates should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Degree with at least 5 years of management experience; track record of effectively leading and/or scaling a performance and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Unwavering commitment to quality programs and data-driven program evaluation.

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- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Experience working in the non-profit sector in Vietnam is preferable.
- Fluency in English is mandatory, Vietnamese language proficiency is not required but highly preferable.

5 Submission details

Please submit applications to Chair of the Board, Ms Thao Nguyen: thao.nguyen@insearch.edu.au copying in Board Members Ms Cassandra Le casslegardner9@gmail.com and Ms Huong Tran dieu32@gmail.com

The deadline for submission is **1st July 2016**

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