



JOB DESCRIPTION

Position	Communications and Fundraising Manager
Team	Communications and Fundraising
Status	Full time with flexible hours
Location	Hanoi
Last updated	September 2018

Job Purpose

To ensure the success of Blue Dragon's work through developing and implementing a communications and fundraising strategy and leading an inspired team.

Job Context

Blue Dragon Children's Foundation is a grassroots charity serving children in crisis throughout Vietnam. We believe that every child deserves the best care we can offer. Blue Dragon kids are street kids, children with disabilities, and children who have been trafficked. We rescue kids from danger and slavery, reunite them with their families when we can, and provide all the services needed for recovery and growth.

The Communications and Fundraising team ensures the success of Blue Dragon's work through fundraising, communications and marketing, and by maintaining our excellent reputation with donors, sponsors and the wider community.

Blue Dragon is a child-safe organization, committed to the protection and exceptional care of children. We require all staff and volunteers to agree to and abide by our Child Protection Code of Conduct.

We offer equal employment opportunities to all qualified persons without discrimination or harassment. We will make any necessary job accommodation for persons with disabilities or special needs.

Key Objectives

- To uphold Blue Dragon's mission and values.
- Manage Blue Dragon's relationships with supporters around the world.
- Successfully implement annual and long term Communications Fundraising strategies.
- Ensure adequate funding to meet Blue Dragon's goals.
- Represent Blue Dragon, and assist the team to represent Blue Dragon, to facilitate understanding of our work, and publicise our achievements and impact.

Main responsibilities

The position responsibilities will be negotiated with the Founder and other members of the team, and are expected to include:

- Manage the day-to-day operations of the Communications and Fundraising team, including the delegation of projects and tasks.
- Support members of the Communications and Fundraising team to develop and grow.
- Facilitate the flow of information through the department, including the main email account.
- Develop the Communications Strategy and Fundraising Strategy, in collaboration with the Founder, Resources and Partnerships Leader, the Program Development Leader and the team.
- Ensure strong data collection, reporting, and related systems and processes.
- Understand and analyse Blue Dragon's income, and work with the CEO and Chief Accountant to plan and monitor Blue Dragon's financial position.
- Lead Blue Dragon's social media and other marketing activities.
- Liaise with senior management and Program managers to ensure close interdepartmental cooperation.
- Ensure the quality of the work of each member of the Communications team, including shared understanding of Blue Dragon's values and policies.
- With the CEO, manage Blue Dragon's relationships with the public and the media.
- In collaboration with the CEO, represent Blue Dragon at external events.
- Support the CEO to maintain relationships with government agencies and other key partners.

Support

The Communications and Fundraising Manager works in collaboration with the CEO. In issues of fundraising, the Manager works closely with the Resources and Partnerships Leader. The Manager will collaborate with the Program Development Leader, Program Managers, and the Chief Accountant.

Key selection criteria

- Demonstrated commitment to Blue Dragon's values.
- Fluency in spoken English and excellent English communication in all forms.
- Excellent interpersonal and communication skills.
- Outstanding ability to mentor, support and build up a team of staff.
- Strong experience in fundraising.
- Strong experience in non-profit communications.
- Willingness to work out of hours and on weekends when required.
- Understanding of fundraising in countries other than Vietnam.