

SAIGONCHILDREN – ORGANISATION PROFILE

Saigonchildren is a UK registered charity working exclusively in Vietnam. The vision for saigonchildren is to remove barriers to education in Vietnam. Our mission is that:

“Saigonchildren enables disadvantaged children in Vietnam to reach their full potential through receiving a quality education relevant to their needs.”

Saigonchildren is committed to the education of disadvantaged children in Ho Chi Minh City and in a number of rural provinces in the South of the country. We help by giving them an opportunity to approach adulthood with a good education, in good health and able to sustain themselves and their families.

Education is, we believe, the most lasting and effective way we can help children and their families to escape from the cycle of poverty and it represents a double investment – an investment in the children but also an investment in the future of Vietnam. Saigonchildren has built up a reputation as a strong and effective NGO.

Saigonchildren builds schools where there are none or only the most basic provision; we provide scholarships and support to individual children from primary school to vocational training and third tier education; we work with children with a disability and support the development of the local Vietnamese organisations that support them.

Job Title: Fundraising Officer (FO)
Reports to: Senior Fundraising Manager

Key role and responsibilities

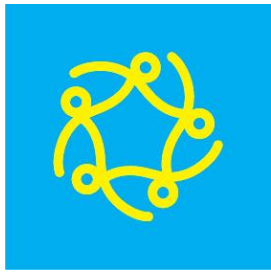
The FO is a member of Fundraising and Communications Department reporting to our senior Fundraising Manager. You will work in close harmony with the fundraising and communication team members, as well as other key saigonchildren senior managers such as the Director, the Head of Programmes, and especially Program Manager and Officer. The post holder's principle responsibilities include:

Fundraising:

1. Maintain a portfolio of existing donors' relationships, and renew their sponsorships including preparing Project Proposals
2. Research, identify and secure new donors and funding sources within and external to Vietnam for saigonchildren's programmes and for unrestricted funding.
3. Produce funding proposals for potential donors and grant providers.
4. Produce Funding Agreements for donors and funding partners.
5. Conduct fundraising on a project-by-project basis, when required.

Events:

1. Provide inputs and support to execute all events if requested



Donor Relationship Management

1. Help to maintain donors' relationships by tracking income, and making sure that each gift is register, donors received a timely thank you, and databases are updated.
2. Provide inputs and help in maintaining and developing Donors' database.

Volunteers Coordinator

1. Recruitment of new volunteers
2. On-boarding of new volunteers (welcome kit, paperwork, introduction, schedule)
3. Coordination of volunteers, main point of contact for volunteers
4. Animation of volunteer's team = slack / newsletter / recognition annual event / fb group

Communication

Support our communication senior officer in the production of content for our different channels.

Others

Other tasks are required by the HFC to fulfil department's objectives.

Person specification

This role would suit someone who is organised and also outgoing, willing to talk with "strangers" and solicit for sponsorship either on call or face to face.

The post-holder will have had experience in sales and marketing capacity but bring with you a strong sense of compassion for others and a desire to help children and communities.

You will also need to be computer literate and have experience of presenting one-to-one and to groups of people.

Required:

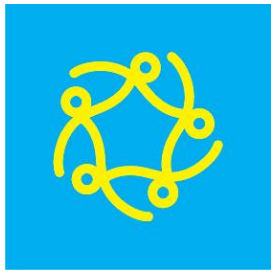
- Vietnamese national with a university degree
- Demonstrated skills to close deals and expand network
- Possess these skills: Time management, negotiation, self-management and have a 'can-do' attitude
- Excellent verbal and written communication skills (in English and Vietnamese)
- Proficiency in using Microsoft Office Tools

Preferred:

Experience in sales/ marketing/ fundraising (2-3 years)

Core staff responsibilities

The officer will work closely with 5 other core team members. We work as a team where responsibilities and work are shared across the team on a project by project basis and where we cover each other when needed, rather than being too precise about who does what. Developing relationships and networks with potential donors and with event participants is essential, as is ensuring events are delivered to saigonchildren standards on deadline. There will therefore be a need for some weekend and evening work in this role.



Internal relationships

As a key member of the saigonchildren team you will also need to liaise closely with all of your colleagues, specifically:

1 Programme departments

- Liaise regularly with Programme Managers, Head of Programmes to check latest project needs and developments.
- Work with programme department to develop effective project funding proposals.
- Remind and support programme with reporting and renewal proposals to donors and sponsors on time.

2 Admin & Finance department

- Collaborate with Admin & Finance to build the fundraising budget.
- Regular forecasting and recording of income and checking income.
- Sales ordering and invoicing.
- Following-up income.
- Co-operating to chase bad debts.