



## Job Announcement

### Senior Resources Development & Communication Manager

Our announcement will be closed by **December 12th, 2019**

Habitat for Humanity International founded in United States in 1976. Habitat now works in 1,400 communities across the U.S. and in nearly 70 countries and has helped 6.8 million people achieve strength, stability and independence through safe, decent and affordable shelter.

HFH Vietnam has been working in Vietnam since 2001. As of December 2018, HFV Vietnam has enabled more than 15,000 low-income Vietnamese families to improve their living conditions through decent homes, clean water and safe sanitation and post-disaster reconstruction and repairs. In addition, HFH Vietnam has provided training in disaster preparedness, financial education, hygiene practices, and construction skills, among others, to more than 132,000 individuals.

For more details, please visit us: <http://www.habitat.org/> <http://habitatvietnam.org/>

#### Our vision

A world where everyone has a decent place to live.

#### Our mission

Seeking to put God's love into action Habitat for Humanity brings people together to build homes, communities and hope.

<b>Position:</b>	Senior Resources Development & Communications Manager
<b>Report to:</b>	National Director
<b>Work Location:</b>	Ho Chi Minh City, Vietnam with flexible based in Hanoi in certain period
<b>Supervise:</b>	RD&C team & VP Team

#### JOB SUMMARY

As a member of the Habitat Vietnam Leadership Team, the Senior Resource Development and Communications Manager (Sr. RDC Manager) shares the overall responsibility for the direction and coordination of the branch office. The position leads in developing and pursuing its fundraising strategy and works across departments to ensure the development of quality multidisciplinary and multi-collaborative proposals to external funding institutions and corporates, as well as ensure excellence in working with Habitat for Humanity's network of organizations and their donors. S/he leads the proposal-writing efforts, and develop staff capacity to prepare successful grant and corporate proposals; and serve as key donor liaison for Habitat Vietnam during pre and post-award periods.

The Sr. RDC Manager will lead the communications function for Habitat Vietnam, ensuring the quality of ongoing communications work and pursuing new opportunities to increase Habitat Vietnam visibility and profile, both nationally and internationally. S/he strengthens donor reporting and reporting capacities, and supports the management of grants to proactively resolve issues with donors and global partners and to ensure the highest quality of award management and donor reporting.

S/he will oversee the operations of the resource development/volunteer engagement/communications department to meet strategic targets, staff development goal, establishment of relevant policies and guidelines for Habitat Vietnam.

## KEY ACCOUNTABILITIES

### 1. Resources Development

- Develops specific annual resource development targets and strategies on how to accomplish them with the aim of fulfilling Habitat Vietnam's strategic business plan and program priorities
- Identifies and pursues funding opportunities, particularly among institutional donors, professional foundations, corporates and individuals.
- Manage donor cultivation strategies, strengthen coordination internally and with implementation partners, and increase capacity to ensure high-quality and timely reporting.
- Drives Habitat Vietnam's efforts to prepare successful proposals in collaboration with relevant departments
- Develops materials (program/project briefs, etc.) that can be adapted to/for different target/purposes to support resource mobilization
- Develops and manages a database of current and potential donors, mapping and matching funding priorities with Habitat Vietnam programs
- Provides strategic donor and program resource mobilization support to the National Director, Senior Management Team, and the Asia Pacific Resource Development Network
- Provides training/capacity building to Habitat Vietnam staff on Project Based Funding mechanisms, including concept note and proposal development, program cycle management, M&E and reporting requirements
- Supports and coordinates the Habitat Vietnam in the drafting, editing and submission of grant concept notes and proposals and other aspects of solicitation in relation to the funding of operations and programs.
- Proactively identifies program needs and funding opportunities through establishing relationships and working across key departments (Finance, Programs, etc.), supported by database research, site visits, electronic communications, etc.
- Identifies programs/projects with greatest possibility for resource support through foundations and/or institutions, and/or identifies and articulates methods to improve projects to increase interest from potential donors.
- Develops a network of funding agency contacts for future funding submissions, i.e. local foundation offices, in-country funding agencies, etc.
- Guide and support Habitat Vietnam's strategy to increase engagement and funding through the volunteer programs
- Grow staff capacity to develop and write winning proposals and high-quality reports, and partnership engagement through modeling, coaching, and appropriate training opportunities.
- Promote the growth of the Global Village and local volunteering programs in accordance with strategic goals

### 2. Communications

- Guides the development and implementation of Habitat Vietnam's communication strategies to increase profile and visibility, and grow support for its programs.
- Leads external communications by employing a dynamic approach in telling the Habitat Vietnam story involving these components:
  - Managing and growing media outreach
  - Developing and maintaining the story bank
  - Developing staff capacity to represent Habitat Vietnam in speaking engagements about the country programs and general housing and community development issues
  - Manage the development of all web content, the writing and placement of articles in newspapers, publications and the web, monthly newsletters and its distribution
  - Produce program/project materials for donor/partner engagement
  - Development of marketing communications materials
  - Supervise the organization's graphic design needs including coordination with external designers and agencies
  - Work with the Asia Pacific Resource Development and Communications Teams to create and produce marketing materials to support fundraising activities of the regional office
- Supports Habitat Vietnam's internal communications:
  - Develop and implement strategies that promote increased awareness and collaboration

- within Habitat Vietnam
- Leads program and fundraising events

### 3. Manage people & resources

- Leads & manages staff performance, planning, goals setting, monitoring, feedback, evaluation and development
- Translate HFHI policies into department related operational guidelines and monitor implement of compliance
- Plan & manage resources & assets provided for good stewardship to the organization

## CRITICAL JOB REQUIREMENTS

**Qualifications:** Bachelor Degree of Marketing, Communications, International Study, Community development or relevant equivalent. Master degree is a plus

**Experience:** Minimum 5 years of experience in people management

### Required Functional & Business Capacities:

- Must have working knowledge of the local and national trends, regulations and issues concerning the INGO sector with in-depth knowledge and skills in fundraising and communications.
- Demonstrates sensitively to the cultural and situational diversity of the donors and organization
- Proven track record of a positive, active, strategic and collaborative contribution at a senior level
- Excellent planning, management and coordination skills, with the ability to set priorities and organize a challenging and diverse set of responsibilities
- Demonstrated experience in staff supervision and leading a team, including strong coaching and capacity building skills in a diverse and cross-cultural environment.
- Strategic thinking and proven track record in business development / resource mobilization with major institutional donors, including fundraising strategy development, donor engagement, and proposal development; experience in CSR a plus
- Outstanding written and verbal communication skills, including demonstrated ability to tailor communications to be effective for a range of audiences and purposes.
- Understanding and experience in award/grant management, and resolving complex donor compliance and reporting issues, is a plus.
- Excellent problem solving, and influencing skills
- Ability to lead change management processes relating to policies, procedures, systems and structures
- Attention to detail & thoroughly

**Working Conditions:** Frequently travel domestically or occasionally internationally

## AT HABITAT WE COMMIT TO PROVIDE PEOPLE WITH FOLLOWING VALUES:

1. Competitive salary and benefits comparing with other iNGOs in Vietnam
2. Open, collaborative and supportive working environment
3. Experiencing meaning of community development through Habitat's projects

Candidates who are interested in Habitat's Vision & Mission and qualified for the job are welcome to send us your comprehensive English CV & Cover Letter to highlight your interest and capabilities to [application@habitatvietnam.org](mailto:application@habitatvietnam.org)

According to strict regulations on work permit for foreigners, foreign candidates have to study the government regulations. In addition to CV & cover letter, foreign candidates are required to submit Vietnamese legalized criminal record, Vietnamese legalized university degree and employer certificates of experience.

**We respect your interest in working with us. However, due to large amount of application, only shortlisted candidates will be contacted.**