Position Title: Project Advisor – fundraising/sponsorships

The SecDev Foundation, a Canadian NGO, is looking to hire a part-time project advisor with fundraising and corporate sponsorship experience. The project advisor will build and support the fundraising capacity of a committee of 12-15 youth who are tasked with organizing a Youth Internet Governance Forum in Vietnam in 2021.

The YIGF youth committee, formed in 2019, is a group of youth focused on developing the digital citizenship knowledge and skills of youth in Vietnam. In 2020, the youth committee will focus on developing their capacity across a range of skills and knowledge areas; supporting digital safety social media campaigns; and fundraising for the proposed YIGF Vietnam 2021 event.

As project advisor, your role will be to assist in developing the capacity of youth committee members to approach corporate, public and non-profit sector organizations for funding and in-kind commitments to support a major two-day Youth Internet Governance Forum, as well as supporting their efforts to fundraise in support of other activities, such as social media campaigns aimed at promoting digital citizenship core competencies (particularly digital safety skills).

Job details:
- 12-month initial contract, with possibility to extend;
- Part-time, minimum 12-18 hours/month;
- Base compensation of gross USD 500/month. Willing to consider a negotiated percentage of funds raised in support of activities;
- Vietnamese national or work permit holder who speaks fluent Vietnamese.

Job requirements:
- Hold two or more training workshops and coaching sessions for 12-15 youth committee members on corporate fundraising tactics and strategies;
- Assist youth committee members to develop fundraising pitch documents and other materials in support of fundraising efforts;
- Assist youth committee members to draft a fundraising strategy and action plan;
- Identify and build relationships with potential corporate, government, community and/or individual donors;
- Approach businesses, foundations and other relevant organizations and individuals to secure funding and in-kind donations and support for the YIGF youth committee and its activities.

Skills and experience required:
- At least 6-8 years' experience in fundraising and sponsorships, with experience in sales and marketing also an asset;
- A proven network and strong relationships with corporate and institutional donors in Vietnam;
- Strong communication skills, including social media skills;
- Strong organisational, administrative and project management skills;
- Training experience and/or the ability to mentor youth and build their marketing and fundraising capacity;
- Resourceful, problem solving and creative thinking;
- A demonstrated ability to both work independently and as a team member.

About the SecDev Foundation

The SecDev Foundation is a not-for-profit organization based in Ottawa, Canada. We work globally at the crossroads of security, development and cyberspace. Our mission is to support digital well-being for all, with a special focus on civil society organizations, women, youth, and vulnerable groups. We help communities pursue digital opportunity, while understanding how to better control the technologies they so readily use. We prioritize local partnerships to ensure programming is responsive, inclusive and yields lasting capacities.

We have current operational programming in the Middle East, North Africa, Southeast Asia, Latin America and Eurasia. Our work has been supported by the International Development Research Centre (IDRC), The Embassy of the Netherlands, Freedom House, The Open Societies Foundation, the Global Peace and Security Fund (GAC), The Stability Network, Public Safety Canada, the Bureau of Democracy, Rights and Labour, and Google.

If you are interested in the role, please apply so we can start the conversation!

Deadline to apply: 30 April 2020

How to apply: Email your resume and cover letter before 30 April to apply@secdev.foundation, with a subject line that reads "Fundraising advisor – Vietnam."