



Job Title: Fundraising Officer

Organization: REACH

Location: Hanoi, Vietnam

Reports to: [Director]

Position Overview:

The Fund-Raising Officer, in partnership with the Management, drives revenue generation through the identification and cultivation of new major grant funders. This includes identification of new prospective funders; development of donor engagement plans and relationship cultivation with funder staff. You will conduct market and competitor analysis to keep abreast of industry and funding trends and mechanisms to inform the organization's revenue generation strategy. Additionally, you will create content focused on elevating REACH's visibility with new strategic funding partners and the broader development sector. You will contribute to proposal development in a variety of capacities, including technical writing and coordination and will strategically engage on grant report writing as well as support the coordination of major grant startup activities with program, compliance, finance and partner staff. You will ensure the transfer of key compliance requirements into project execution and maintain funder relationships and positioning for renewals.

The Fundraising Officer will spearhead revenue generation efforts by identifying with a specific focus on advancing skill development programs, livelihoods, agriculture allied training, women empowerment, ESG initiatives, and entrepreneurship. This role entails strategic thinking, a proven fundraising track record, excellent communication skills, and a commitment to the organization's mission.

I. Key Responsibilities:

1. Fundraising Strategy:

- Develop and implement a comprehensive fundraising strategy aligned with the organization's goals, emphasizing skill development, livelihoods, agriculture allied training, women empowerment, ESG, and entrepreneurship.
- Collaborate with the leadership team to integrate fundraising efforts into overall organizational planning.

2. Grant Management:

- Identify, research, and apply for grants from government agencies, foundations, and other funding sources supporting skill development, livelihoods, and related initiatives.
- Manage the complete grant lifecycle, from proposal development to reporting and compliance.

3. Donor Relations:



- Cultivate and maintain strong relationships with individual donors, corporate partners, and funding agencies interested in skill development, livelihoods, and women empowerment.
- Implement donor stewardship activities to enhance donor engagement and satisfaction.

4. Event Planning and Management:

- Plan, coordinate, and execute fundraising events focused on skill development, livelihoods, and entrepreneurship to generate support and awareness.
- Ensure the successful implementation of events, including logistics, promotion, and participant experience.

5. Budgeting and Financial Oversight:

- Work collaboratively with the finance team to develop and manage the fundraising budget with a specific allocation for skill development and related initiatives.
- Monitor and report on fundraising revenue and expenses, ensuring financial goals are met.

6. Communication and Marketing:

- Develop compelling fundraising materials, including grant proposals, donor appeals, and marketing collateral, highlighting the impact on skill development and related areas.
- Collaborate with the communication team to ensure a consistent and effective message across all channels.

7. Partnership Development:

- Identify and establish strategic partnerships with businesses, community organizations, and stakeholders within Vietnam and internationally, fostering collaboration in skill development, livelihoods, and related sectors.
- Leverage partnerships to enhance fundraising opportunities and support for the organization's mission.

8. Data Management:

- Maintain accurate and up-to-date donor records in the organization's database, emphasizing skill development and related initiatives.
- Generate regular reports on fundraising activities and outcomes, with a specific focus on skill development impact.

9. Ethical Standards:

- Adhere to ethical fundraising practices, ensuring compliance with relevant laws and regulations, with a specific emphasis on skill development and related fields.
- Uphold the organization's reputation and integrity in all fundraising activities.



10. Innovation and Strategy Development:

- Spearhead the identification and implementation of innovative fundraising strategies tailored to the evolving landscape of skill development, livelihoods, agriculture allied training, women empowerment, ESG initiatives, and entrepreneurship.
- Conduct ongoing research to identify cutting-edge fundraising methods, technologies, and approaches.
- Collaborate with cross-functional teams to integrate innovative elements into fundraising campaigns, ensuring REACH remains adaptive and forward-thinking in its revenue generation endeavors.

II. Professional Development:

- Stay informed about industry trends, best practices, and innovations in fundraising.
- Attend relevant conferences, workshops, and training sessions, with a focus on skill development, livelihoods, and related areas.

III. Position requirements:

- At least 01 years experience in fundraising for nonprofits.
- Proven record of successful applications for substantial funding is an advantage.
- Demonstrated ability to develop relationships with Corporate partners and Trusts is an advantage.
- Priority given to experience and skills researching funding opportunities.
- Experience working within a charitable environment is an advantage.
- Good command of English (spoken and written).
- High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet).
- Meticulous attention to detail.
- Demonstrated ability to plan and prioritize own workload with minimum supervision.
- Excellent communication and presentation skills required to build relationships with potential donors.
- Ability to demonstrate initiative and work well under pressure.
- Ability to understand and generate budgets.
- Commitment to the Vision and Mission of the REACH Organization

IV. Main benefits:

- Working hours: from Monday to Friday
- Possibility of collaborating with numerous foreign sponsors
- There are no limitations on training aimed at enhancing ability
- The workplace holds great societal importance.
- Annual Leave: 15 days
- Monthly Income: as per the agreement, up to 1,200 USD