



KOTO is a not-for-profit social enterprise that empowers at-risk and disadvantaged youth in Vietnam through its holistic training

**KOTO** stands for **Know One Teach One**. KOTO is a Vietnamese social enterprise specializing in providing at-risk and disadvantaged youth in Vietnam an opportunity to undertake a 24-month holistic hospitality training program. KOTO is based in Hanoi and has supported more than 1,000 graduates to end the cycle of poverty and truly empower our trainees to realize their dreams.

### **Vision Statement**

We aspire for an all-inclusive world in which no one is left behind, where every individual from all backgrounds thrives and inspires through lasting life-changing journey and empowerment.

### **Mission Statement**

As the 1st social enterprise in Vietnam, KOTO remains committed to enable the economically disadvantaged & vulnerable community by providing both transformative platform and pathways and instill the “once helped, help others” philosophy. We proudly do it with passion, innovation & responsibility.

### **Value Statement**

- **Respect** everyone’s dignity & self-worth
- Act with **professionalism** and lead by example
- Be driven by **passion** and purpose
- **Love** ourselves and KOTO family
- **Innovative** approach in action





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**POSITION: PARTNERSHIP AND BUSINESS DEVELOPMENT MANAGER**

**DEADLINE: 15/04/2024**

**Reporting Structure:**

This position reports directly to the Managing Director

**Key Working Relations:**

**Internal:** KOTO staff and associates, trainees

**External:** Service providers, community service partners, donors and sponsors

**DESCRIPTION:**

The Partnership and Business Development Manager will be expected to successfully manage and deliver on:

**1. Partnership Development and Management**

- Developing relationships and collaborating with key stakeholders and external partners.
- Providing opportunities for collaboration to partners based on their interest.
- Maintaining high-level communication with key partners & funders of KOTO programs
- Ensuring that all existing projects are well managed and executed with proactive and transparent communications.

**2. Grants and Awards Applications**

- Developing an annual grant/award strategic funding plan for the organization
- Identifying grant funding opportunities and researching for prospective funders and developing a schedule/pipeline for grants and awards.
- Maintaining proficient knowledge of organization's history and programs
- Writing, submitting and managing grant and/or award proposals to meet the agreed funding plan.

**3. Managing KOTO's Funded Programs by overseeing the following activities**

- Collaborating with the KOTO Foundation and KOTO Enterprise team to ensure the execution of all funded programs.
- Working closely with the KOTO Foundation team to collect data, make analysis and communicating data with relevant donors for Monitoring and Evaluation purposes, if required.
- Identifying and raising any issues related to the funded programs to the partner and working through to mutually agreed solutions.





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- Writing, submitting and managing all reports associated with KOTO grants & funded programs in a timely manner.
- Working with the KOTO Finance team on a monthly basis to ensure all grant financial reports are up to date and providing budget variance explanations.
- Maintaining high level of data management for all KOTO programs
- Collaborating with the Marketing and Communication Department to ensure all communication activities of the project are up-to-date.

## **QUALIFICATIONS AND PERSON SPECIFICATIONS**

### **Education**

Bachelor's degree in marketing, Business Management, International Development or relevant fields

### **Experience**

- 3 years' experience in project management.
- Experience in identifying and securing funding from donors, multilateral agencies and foundations.
- Experience in proposal writing, communications and/or fundraising, as evidenced through the provision of writing samples.
- Experience working in nonprofit sectors (NGO/Social Enterprise) is looked upon favorably

### **Key Skills and Knowledge:**

- Excellent writing skills and track record of content creation including various types of reports, project briefs and social media outputs
- Strong Microsoft Excel skills for financial budgeting, reporting and forecasting
- Proven skill in researching information from a variety of sources and communication the information in a concise way to various audiences including funders, supporters of KOTO and internally
- Ability to work with various KOTO departments and in various working environments including KOTO Foundation, KOTO Enterprise and KOTO's Back Office.
- Strong written and communication skills in English are required. Vietnamese Language proficiency would be desirable.
- Ability to successfully manage a large volume of work, meet multiple deadlines, and respond with flexibility to unanticipated requests.
- Basic videography and photography skills to develop content for various programs is desirable





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- Ability to work independently
- Familiarity with Google Workspace (Google Docs, Google Sheets, Google Drive)

**Personal attributes:**

- Empathetic
- Proactive
- Innovative

**Work Hours and Location:** Standard work schedule from 8:30 AM to 4:30 PM, Monday through Friday, primarily at the office located on Ngo Tat To Street. Occasional travel to the Training Center in Phat Tich, Tien Du, Bac Ninh may be required.

**How to apply**

**Deadline: 15/04/2024**

Interested candidates are encouraged to provide their detailed curriculum vitae with letter of application to [lien.bui@koto.com.au](mailto:lien.bui@koto.com.au)

Selection and interviews will be conducted on a rolling basis and candidates are encouraged to apply as soon as possible.

