



Job Description: Senior Partnership Officer

Location: Hanoi, Vietnam

Department: Fundraising Team

Reports to: Director of Fundraising

Position Type: Full-time

About REACH

REACH is one of Vietnam's leading nonprofit organizations focused on providing vocational training, employment, and entrepreneurship support for disadvantaged and marginalized youth. Since 2008, we have empowered thousands of young people with the skills and confidence to build sustainable livelihoods. Our innovative training models, strong employer networks, and commitment to inclusion make us a trusted partner in driving positive social impact across Vietnam.

I. Position Overview

We are seeking a passionate and results-driven Senior Partnership Officer to lead REACH's strategic partnerships and fundraising efforts. This role is critical in securing sustainable funding from corporations, foundations, and international donors to support our mission. The ideal candidate will be an excellent communicator, strategic thinker, and relationship builder who can develop and manage donor relationships, oversee grants, and lead creative fundraising initiatives.

II. Key Responsibilities

1. Partnership Development & Fundraising

- Identify, initiate, and cultivate partnerships with corporations, foundations, and international donors.
- Develop and execute comprehensive fundraising strategies, including grants, CSR initiatives, and donor engagement.
- Craft persuasive proposals, pitch decks, and donor presentations to secure new and recurring funding.

2. Grant Management & Compliance

- Oversee the full grant lifecycle—from prospecting and application to reporting and closure.
- Ensure compliance with donor requirements, financial transparency, and timely reporting submissions.



3. Communication & Stakeholder Engagement

- Collaborate with the Communications Team to develop impact reports, donor briefs, and campaign materials.
- Represent REACH at networking events, donor meetings, and industry forums to raise organizational visibility.

4. Internal Collaboration & Capacity Building

- Align fundraising activities with REACH's strategic priorities and program goals.
- Mentor junior fundraising staff and contribute to team learning and organizational planning.

III. Skills & Competencies

- **Fundraising & Grant Writing:** Proven ability to create compelling proposals and secure funding from diverse sources
- **Strategic Partnership Building:** Experience engaging corporate sponsors, institutional donors, and development agencies
- **Communication & Negotiation:** Strong written and verbal communication skills in English and Vietnamese
- **Project & Stakeholder Management:** Capable of managing multiple priorities while maintaining quality and deadlines
- **Data Analysis & Reporting:** Proficient in using data for tracking donor engagement and reporting outcomes
- **Networking & Relationship Management:** Confident in representing the organization externally

IV. Qualifications

- Bachelor's or Master's degree in Development Studies, Business, International Relations, or a related field
- At least 3 years of experience in fundraising, partnerships, or business development
- Proven track record in building partnerships, securing grants and managing donor relations
- Strong organizational and project management skills
- **Fluency in both English and Vietnamese** is required.
- **Commitment** to the vision and mission of REACH.

V.Right

- Competitive salary, is negotiated commensurate with experience.



- Be part of a team committed to meaningful social change
 - Other benefits are discussed according to the general regulations of the organization.
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- Time to receive applications: to April 20, 2025
 - Candidates who apply early will be interviewed early, suitable candidates will be hired immediately.
 - How to Apply: tuyendung@reach.org.vn or binh.ngo@reach.org.vn

REACH is an Equal Opportunity Employer

We celebrate diversity and are committed to creating an inclusive environment for all employees and applicants.