



ROLE PROFILE

Title	Sponsorship Program Manager		
Functional Area	Program		
Reports to	Head of Program		
Location	Country Office	Travel required	Yes
Effective Date	July 2025	Grade	D2

ROLE PURPOSE

- To manage sponsorship program that align with global priority on Next gen Sponsorship
- Be accountable for managing all Sponsorship funded projects in Lai Chau, Ha Giang, Quang Binh, Quang Tri, Kon Tum and Country Office to achieve the program strategy and objectives
- To develop capabilities among Plan staff, partners, communities in building relationship between people of different cultures.

DIMENSIONS OF THE ROLE

This position reports to the Head of Program and leads the Child Sponsorship Program and overseeing the Sponsorship Funded Projects. He/she ensures the effective implementation of sponsorship policies, strengthens engagement with National Offices (NOs), and aligns sponsorship communications with organizational goals. The role will work with program team to oversee a €4 million annual sponsorship budget across five provinces, and collaborates with stakeholders to ensure high-quality project design, delivery, and completion in compliance with Plan International commitments and government regulations.

ACCOUNTABILITIES

1. Lead Phase-in & Phase-out Processes

- Oversee phase-in/out across five provinces, ensuring alignment with PIV's 10-year growth plan and Country Strategic Plan (CSP).
- Ensure compliance with Plan International Inc. (PII) standards and procedures.
- Lead research, report development, and completion of phase-in/out packages.
- Liaise with National Offices (NOs) on progress and updates.
- Manage post-phase-out activities, including sponsor visits, donor/media visits, filming, and sponsor inquiries.

2. Oversee Sponsorship Communication Quality & Impact

- Provide PII's sponsorship policies and communications for PIV's decision-making.
- Ensure compliance of the Child Sponsorship Program with Vietnamese government policies.
- Drive sponsorship growth, customer satisfaction, and program development.
- Implement Sponsorship Commitments 6–10 and Commitment #2, ensuring KPIs are met.
- Support the Head of Program in annual budgeting to align with Commitment #2.
- Maintain high retention and assignment rates through timely, quality sponsorship communications.
- Ensure gender balance in child enrolment and replacements.
- Monitor and evaluate sponsorship effectiveness, including annual Green Sheet planning.
- Conduct periodic audits of translation services and sponsorship communication processes.
- Analyze sponsorship communication costs annually.
- Ensure smooth operations and accurate corporate sponsorship transactions.

- Oversee recruitment, structure, and capacity-building of Community Volunteers.
- Strengthen networks within Plan and external organizations to integrate best practices.
- Contribute to regional and international initiatives.

3. Risk Management & Compliance

- Ensure the Child Sponsorship Program adheres to PII's Safeguarding Policy and report any breaches.
- Ensure sponsorship communications comply with Vietnam's Children Law and Data Privacy Law.
- Coordinate sponsorship-related media, donor visits, and filming activities.
- Identify and mitigate risks, including unannounced sponsor visits, visa issues, budget reductions, and child protection concerns.

4. Manage Sponsorship-Funded Projects

- Lead planning, implementation, review, and adjustments of sponsorship-funded projects to meet approved CSP objectives.
- Ensure cost-effective and compliant budget management.
- Monitor project outcomes and report to the CMT and PII's Monitoring, Evaluation, Research, and Learning (MERL) system.
- Collaborate with Program team to align projects with technical guidance, document best practices, and scale up successful models.
- Ensure timely submission of high-quality reports.

5. Staff Performance Management & Capacity Building

- Co-lead recruitment and on boarding of sponsorship-funded project staff.
- Foster a positive work culture and team collaboration.
- Build staff capacity in sponsorship program implementation.
- Establish learning and knowledge-sharing mechanisms across the Country Office (CO) and Program Units (PUs).

6. Fundraising & Strategic Partnerships

- Work with the Head of Program and Business Development Unit to strengthen donor relationships and expand financial resources.
- Provide reliable data from Child Data and sponsorship-funded projects to support fundraising and strategic program development.
- Contribute project ideas for proposal development based on SPAD results.
- Actively engage in internal and external networks, working groups, and forums to establish partnerships and promote sponsorship funded projects's impact.
- Document and share best practices, lessons learned, and key achievements of sponsorship-funded projects.

KEY RELATIONSHIPS

Internal:

- Program Department
- Finance and Operation Department
- Communication and Influencing Department
- People & Culture Development Department
- Business Development Unit
- Regional Sponsorship Advisor
- NOs Sponsorship colleagues
- Global Hub sponsorship colleagues

External:

- Government agencies at all levels

- Liked minded INGOs working in Vietnam
- Local CSOs, Academic Institute
- Children, adolescents, youth, and communities;

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Essential Qualifications & Experience

- University degree in a relevant field.
- Minimum five years of management experience.
- Proven track record in sponsorship program management.
- Extensive experience in the NGO sector, including program/project design, implementation, monitoring, and evaluation.
- Strong background in establishing and managing partnerships with government agencies, stakeholders, donors, corporations, and mass organizations.
- Experience in team development, distance management, and matrix management models.
- Skilled in coaching, training, facilitation, and presentations.
- Proficient in project/program reporting and documentation.
- Commitment to gender equality, inclusion, and girls' rights.
- Dedicated to creating a safe and protective environment for children and young people.
- Strong computer and database skills.
- Excellent English proficiency (oral and written).

Desirable Qualifications & Skills

- Advanced negotiation, public relations, and representation skills.
- Strong conceptual, analytical, and strategic thinking abilities.
- Experience working with children, communities, and child-focused programs.
- Knowledge of the Child Rights Convention and relevant national laws.
- Experience in organizational operations and strategic planning.
- Proficiency in IT-based communication tools.

Core Competencies

- Results-oriented leadership and management.
- Strategic thinking and problem-solving.
- Facilitation, coaching, and training.
- Analytical and conflict management skills.

PLAN INTERNATIONAL'S VALUES IN PRACTICE

(Refer to the Plan International's value for further details)

- We are open and accountable
- We strive for lasting impact
- We work well together
- We are inclusive and empowering

PHYSICAL ENVIRONMENT

- This position is based in Country Office in Hanoi and requires periodical travel to project sites

LEVEL OF CONTACT WITH CHILDREN

- Medium level: Occasional interaction with children