

<b>TITLE:</b> New Business Development Manager	
<b>TEAM/PROGRAMME:</b> New Business Development (NBD) - Korea Desk	<b>LOCATION:</b> Hanoi, Vietnam
<b>GRADE:</b> 3	<b>CONTRACT LENGTH:</b> 1 year (with possible extension)
<b>CHILD SAFEGUARDING:</b> Level 2: either the post holder will have access to personal data about children and/or young people as part of their work; or the post holder will be working in a 'regulated' position (accountant, barrister, solicitor, legal executive); therefore, a police check will be required (at 'standard' level in the UK or equivalent in other countries).	
<b>ROLE PURPOSE:</b> The post holder will be expected to work closely with Save the Children Korea (SCK) and Save the Children in Vietnam (Vietnam CO) in achieving the ambition of fundraising from Korean corporate donors. This position helps execute the vision, strategy, and operational plans in positioning the organization as a partner of choice for Korean corporate donors, successfully compete for specific opportunities, responding to those opportunities with a quality process and product, as well as building and maintaining an effective Business Development system of tools, processes, and capacities across the organization.	
<b>SCOPE OF ROLE:</b> <b>Reports to:</b> Vietnam Country Office's Program Director (Strategy and Program Development) <b>Dotted Line:</b> SCK secondee <b>Staff Reporting to this Post:</b> N/A <b>Budget Responsibilities:</b> N/A <b>Dimensions:</b> <p>The Korea Desk is a specialized unit focusing strategically on fostering partnership with Korean corporations, KOICA's Inclusive Business Solutions (KOICA IBS) and other public-private initiatives.</p> <p>The post holder will contribute to the portfolio development/business development from Korean corporate donors, ensures that intelligence is collected on relevant upcoming funding opportunities and that the Vietnam CO is prepared for such opportunities by having strong engagement and relationships with donors, and ensures that high quality proposals are prepared and submitted in a timely manner.</p> <p>The post holder will work closely with the SCK secondee and Vietnam CO team, including Program Implementation, Strategy and Program Development, Finance, Awards, and other necessary stakeholders in portfolio development/business development that delivers impactful programs aligned with 2025-27 Country Strategic Plan in Vietnam.</p>	
<b>KEY AREAS OF ACCOUNTABILITY</b>  <b>Concept Note and Proposal Development</b>	

- In cooperation with SCK secondee and other Vietnam CO teams, develops concept note and proposals targeting Korean corporations and KOICA IBS and aligning with VNCO's Country Strategic Plan 2025-27 and its Program Development protocol and procedure.  
Ensures Vietnam CO Program Development team and local partners are properly engaged during the proposal process to ensure that the concept notes/proposals address local problems and feasible and that the concept notes & proposals factor in the national regulations and legal compliance in close liaison with relevant Vietnam teams.
- Tracks proposal outcomes and identify lessons learned and organize sharing/AAR session for future improvement.

### **Forming Partnerships and Networking**

- Proactively supports the SCK secondee in building the network with Korean companies and KOICA officials.
- In collaboration with SCK Secondee, Vietnam CO Program Implementation and Strategy and Program Development teams, explores and develops local partnerships for effective program development and implementation.

### **Research and Survey**

- Collaborate and support SCK Secondee to conduct research and provide updates to Vietnam CO team on local trends of Korean corporations, KOICA, peer NGOs, contributing to VNCO's bi-annual Donor trends Update to inform efforts for project/program development.
- Conducts donor landscape mapping, identifies and researches suitable donors for Vietnam CO.

### **Human Resource Management and Development**

- Supports capacity development in business development, coaching and mentoring of team and individual staff, develop and holds self-accountable for creating opportunities for staff development, including self.
- Acts as Acting Korean Desk Manager when SCK Secondee is busy and delegates.

Other tasks in line with the TOR for the Korea Desk.

### **BEHAVIOURS (Values in Practice)**

#### **Accountability:**

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

#### **Ambition:**

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their vision for Save the Children, engages and motivates others
- Future-orientated, thinks strategically and on a global scale.

#### **Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

**Creativity:**

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

**Integrity:**

- honest, encourages openness and transparency; demonstrates highest levels of integrity

**QUALIFICATIONS**

Background in business development, donor and relationship management, strategic portfolio analysis and planning, and change management required.

**EXPERIENCE AND SKILLS**

***Required***

- Development professional with a relevant Masters' Degree or equivalent professional experience
- 5+ years demonstrated experience identifying and securing funding from corporate donors, especially Korean corporates.
- Demonstrated ability to solve complex issues through critical thinking, analysis, definition of a clear way forward and ensuring buy in.
- Highly developed networking skills and ability to form productive working relationships with external donor agencies.
- Highly developed interpersonal and communication skills including communicating with impact, influencing, negotiation, and coaching.
- Demonstrated ability to work effectively as a member of a senior management team, contributing constructively beyond the role's specific resource mobilization remit.
- A high degree of flexibility and adaptability in order to respond to changing needs. Ability and willingness to change work practices and hours in the event of major emergencies including travelling at short notice and for extended periods of time.
- Fluency in English.

***Desirable***

- INGO experience and an excellent grasp of operational issues.
- A detailed understanding on funding mechanisms for development work such as Save the Children's.
- Experience securing funding from KOICA, especially KOICA IBS.
- Fluency in Korean.

**Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

**Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

**Child Safeguarding:**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

**Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

**Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

**JD written by:** Ta Huong Thu**Date:** 5 December 2024**JD agreed by:** Le Thi Thuy Duong**Date:****Updated By:****Date:****Evaluated:****Date:**