

Head of Fundraising & Communications

Head of Fundraising & Communications – Saigon Children’s Charity

Do you have the right attitude, experience and skills to lead a small team of committed fundraising and communications professionals? Saigon Children’s Charity (SCC) is a vibrant and highly respected international NGO based in HCMC with a mission to help disadvantaged Vietnamese children to get an education and a fairer start in life.

We need not just your skills but your attitude and personality too. The Head of Fundraising and Communications is a multi-functional role that would suit someone who is creative, confident and outgoing, but also well organised and systematic. You must be committed to and passionate about SCC and comfortable representing the charity. As you will be working with people at a senior level in major companies and Foundations, both in Vietnam and overseas, you need to be fluent in English and able to research, develop and maintain relationships and fundraising sources at this level.

A strong and dynamic team leader, you will be able to work cross-departmentally and to juggle multiple priorities. Absolute integrity is essential as is the ability to maintain accurate records and produce effective reports.

RESPONSIBILITIES

1. Create and agree an annual Fundraising & Communications Plan
2. Lead and coordinate all fundraising events, work and sales
3. Work with the Director and team to raise funds on a project-by-project basis
4. Maintain and develop all donor communications
5. Develop and manage the annual Fundraising & Communications budget
6. Oversee the SCC-wide contact database
7. Manage volunteers
8. Manage the production of core materials and the website
9. Managing the 3 full-time members of the communications team

REQUIREMENT

- Vietnamese national with a university degree. If you are not a Vietnamese national you should be able to demonstrate a commitment to working and living in Vietnam.
- A minimum of five years work experience
- Experience in developing income and income strategies
- Proven track record of achieving results
- Strong project, campaign and event management skills
- Excellent verbal and written communication skills in English
- Prior experience of working in an international setting, a major company or an international NGO

A detailed job description is available – please contact Van Anh on 08 3930 3502. More information about SCC is available on our website at: www.saigonchildren.com.

Please submit a letter of application and CV, in English, to hrm@saigonchildren.com. Closing date for applications is Friday 2 January 2015 and interviews will take place the following week. Tim Mullett, the Director of SCC, is available on (08)3930 3502 if you wish to discuss the role before applying.

SCC operates an active Child Protection Policy and is an equal opportunities employer.