

# Fundraising and Communications Manager

**Position:** Fundraising and Communications Manager

**Supervisors:** Executive Director (ED)

**Schedule:** Full-time

**Location:** Binh Thanh District, Ho Chi Minh City

## ABOUT OUR ORGANIZATION

Founded in 2009, LIN Center for Community Development is a not-for-profit, nongovernmental organization. Its mission is to provide support services to local nonprofit organizations (NPOs), skilled volunteers, and donors who are committed to building strong communities. LIN provides support to locally initiated not-for-profit organizations and groups that seek to improve access to opportunities for disadvantaged populations. Such support could include capacity building, small grants, NPOs-skilled matching, resource and information sharing and network building. We also philanthropy advisory services to corporate and individual donors. More information and details about LIN programs and services can be found at:[www.LINvn.org](http://www.LINvn.org), [www.LINNarrowTheGap.org](http://www.LINNarrowTheGap.org), [www.VietnamCauses.org](http://www.VietnamCauses.org), [www.BlueBees.org](http://www.BlueBees.org).

## POSITION DESCRIPTION

LIN Center for Community Development is seeking a high caliber candidate for the position of Fundraising and Communications Manager. The person's primary responsibility is to ensure LIN's sustainability and development by leading the organization's communications, donors' relationship, and fundraising activities.

## RESPONSIBILITIES

The position is responsible for developing and leading the fundraising and communications team. Working closely with the ED, other senior Directors, and with your staff, the post holder's principle responsibilities include to:

- Create and agree in consultation with the ED and the other Directors, an annual Fundraising Plan that includes:
  - Meeting agreed income and expenditure targets (total of ~400,000/year)
  - Meeting standards of quality and performance for communications
  - Controlling and managing all outsourced relationships
  - Enabling others within LIN to communicate and fundraise to the necessary levels to support themselves and LIN

- Develop and manage the annual budget for the Fundraising Plan
- Write and activate a progressive Action Plan for Fundraising and Communications
- Maintain an accurate mapping of donors/funds to projects, reporting to the ED and other Directors on a monthly basis
- Draft and produce funding proposals or grant applications for potential donors and funding sources
- Draft Funding Agreements for donors and funding partners
- Research the opportunities to expand local revenue sources and identify new partnerships with a long-term vision to lessen dependency on foreign revenue sources
- Build and maintain positive relationships and regular communication with LIN's supporters, especially the existing donors
- Lead LIN staff and volunteers in effective donor stewardship activities
- Communicate results and support press relations (e.g., meetings/interviews with press, blogs)
- Use external presence and relationships to garner new opportunities.
- Devise and manage a PR and social media plan to support all LIN activities
- Ensure the LIN website is up to date and has required functionality
- Act as the spokesperson, when required, to represent LIN effectively in meetings, and public events
- Organize and manage fundraising events and other organization's celebration
- Organize and manage internal communications
- Line manage the Fundraising and Communications team

### **PERSON SPECIFICATION**

The Fundraising and Communications Manager is a multi-functional role that would suit someone who is creative, confident and outgoing, but also well organized and systematic.

You must be committed to and passionate about LIN and the work that we do, and comfortable presenting and representing the organization in your daily work. You will be working with people at a senior level at foundations, AID agencies, and businesses. You need to be fluent in English and Vietnamese and able to develop, maintain and foster relationships at this level.

You will be a self-starter and innovator, unafraid to research and develop your own fundraising sources and event ideas. A strong and dynamic team leader, you will be able to work cross-departmentally and to juggle multiple priorities through sensible delegation and dialogue. Absolute integrity is essential as is the ability to maintain accurate records and produce effective reports on fundraising progress and donor communication. With a good eye for detail, you will assure the quality of our regular communications with LIN's network of philanthropists, optimizing all channels, including digital and social media, to best effect. Good knowledge of IT systems would be an advantage. Finally you will be a calm and effective event organizer, confident in initiation, planning and execution, and able to mobilize and work with a wide range of volunteers. Experience in the NGO or not-for-profit sector is preferred but not essential. Applications are encouraged from suitable candidates in the commercial sector who are committed to building strong communities.

## **REQUIREMENTS**

**Education:** University Degree in Marketing and Communications, Business Development, International Relations, or related field;

### **Experience and Skills:**

- A minimum of four years' work experience including management background
- Experience in developing income and income strategies
- Experience in initiating, organizing and managing events, campaigns or projects
- A proven track record of achieving results
- A demonstrable commitment to quality and continuous improvement
- Excellent verbal and good written communication skills (in English and Vietnamese)
- Strong ability to network, communicate effectively and build relationship with various audiences including senior level professionals, heads of companies/organizations and potentially high-profile individuals
- Independent thinker with strong ability to analyze and solve problem
- Ability to multitask, perform effectively under pressure, and work as part of a small team with limited resources

### **Desired:**

- PR, Communications and brand management experience

- An ability to research and initiate new funding sources or events
- Experience in preparing and submitting proposals for funding
- Experience in the management of civiCRM and Myemma
- Long-term relationship-based sales experience could be an advantage
- A good grasp of IT and technology

## **OTHER REQUESTS**

In addition to the above requirements, the candidate will:

- Be a Vietnamese citizen or overseas Vietnamese
- Have a passion for LIN's mission and commitment to LIN's core values
- Have a high level of personal and professional integrity and trustworthiness
- Have a strong work ethic
- Thrive in a fast-paced environment
- Ability to work independently and as part of a team
- Dynamic, pro-active and results oriented
- Friendly, outgoing, strong public speaking, and customer service orientation

LIN aims to always show respect and appreciation for each of our staff, partners, volunteers and donors and we ask that all of employees show the same respect for members of the LIN team, our partners, volunteers and donors.

**Expected starting date:** 4th Quarter 2016

## **APPLICATION & CONTACT INFORMATION**

LIN is committed to equal employment opportunities to all individuals based on merit, qualifications, abilities, and the law. Employment decisions are made regardless of race, color, ethnicity, gender, geographic or social origin, religion, age, disability or any other characteristics protected by law.

Interested candidates should submit a letter of interest and resume/CV via email to [hr@LINvn.org](mailto:hr@LINvn.org). Please no phone calls, only applicants being called for an interview will be contacted.

Please visit the website: <http://www.LINvn.org>, for more information about LIN.