

Part-time Fundraising Coordinator

Post title: Part-time Fundraising Coordinator

Location: Hanoi

Submission opening date: 22th May 2017

Submission closing date: 4th June 2017, at 17:00 (Hanoi time)

Contract duration: 1 - year contract and renewable

How to apply: Please send a Cover Letter and CV to nhung.vuhong@mcnv.vn and mcnv@mcnv.vn

MCNV was established in the Netherlands in 1968 and has been supporting health development in Vietnam since then. Since 2004 MCNV also has programs in Laos. During the war years, most of the support consisted of medical supplies; during the post-war reconstruction period MCNV contributed to rebuilding and equipping of hospitals and development of national disease control programmes. In the past fifteen to twenty years, the focus has shifted to community - based health and livelihood development, capacity building and special attention to the disadvantaged groups in society who have not yet benefited from the economic transition proceeding rapidly in the region. MCNV now runs a number of programs in Vietnam and Laos to address a broad range of issues, not only health but the social determinants of health: poverty alleviation, increased livelihood, training of health care professionals, and comprehensive rehabilitation of the disabled. The main programmes aim to provide comprehensive social and economic support to those who are often marginalised or excluded from the development process, making empowerment a key goal in all programs. In Vietnam, MCNV has two offices: A Representative Office in Hanoi and a Regional Office in Quang Tri province.

MCNV is now looking for a position of Fundraising Coordinator for Representative Office in Hanoi with detailed description of tasks and requirement of qualification as follows.

Job summary

In general, this position is to work with different teams and offices of MCNV Vietnam and Head Office in Amsterdam to improve funding resources for MCNV works in Vietnam with focus on development of a robust pipeline of prospective non - institutional donors (corporate and private sector) that are interested in partnering with MCNV and in development work in Vietnam.

The Fundraising Coordinator based in MCNV's Representative Office in Hanoi and is in charge of fundraising of MCNV Vietnam. This position works closely with different teams and offices in MCNV Vietnam and Head office in Amsterdam as well. She/he reports directly to and is supervised by the Country Director of MCNV in Vietnam.

This is a part-time position, working 24 hours per week. The position has a possibility to be extended to a full-time position depends on organization's needs.

Specific tasks and responsibilities

- Build and maintain relationships and actively bridging partnerships with potential corporates and foundations
- Provide regular analysis on on-going and new partnerships with prospective non - institutional donors to MCNV in Vietnam
- Lead in development and production of materials for presenting MCNV's work and promote interest among prospective non-institutional donors in Vietnam.
- Coordinate with Amsterdam office and other teams for writing concept notes and proposals for submission/presenting to non-institutional donors
- Coordinate with concept note/proposal writing team(s) and be responsible for the final submission of correct quality documents to donors (both online and offline) when needed.
- Pro-actively screen the opportunity of funding for Vietnam regularly and share that information among management team and different offices in Vietnam as well Head office in Amsterdam.
- Maintain and update database and information on MCNV's online accounts for grant applications to institutional donors such as USAID, EU etc.
- Represent MCNV on behalf of CD at events, forums when appropriate for networking and develop new relation to potential funding agencies.

Required qualifications and experiences

- University degree required, preferably in Marketing, Public Relations, Communication or a development oriented subject

- Preferably with Master degree such as MBA or other master degree;
- Excellent communication skills, both oral and written in Vietnamese and English;
- Have excellent proven record of success in fundraising;
- Knowledgeable about donors, especially CSR funding sources in Vietnam
- Strong computer skills;
- Excellent interpersonal skills;
- Careful, accurate, honest, enthusiastic and willing to learn;
- Organized, able to work according to deadlines and instructions;
- Motivated, creative and able to work independently;
- Demonstrated ability to work well in a team, sensitive to others, and able to provide support and timely contributions when needed.
- Minimum 5 years related experience required. Experience working with an NGO or development organization is preferred.