

Job posting
Marketing and Events Coordinator
at HSCV

Humanitarian Services for Children of Vietnam (HSCV) is seeking a Vietnamese National to fill the position as Marketing and Events Coordinator in Tay Ho, Ha Noi.

Job Summary

Reporting to the Executive Director, the Marketing and Events Coordinator supports all organizational fundraising and marketing events and activities. The Coordinator is responsible for creating marketing materials for use online and in print, coordinating fundraising activities, events and merchandise and support donor engagement.

Responsibilities and Duties

- Fundraising and events

- Collaborate with the Executive Director in the development and implementation of strategic plans for fundraising
- Plan and execute fundraising activities,
 - Develop/oversee/support fundraising activity plans that maximize participation/contributions and minimize costs
 - Develop/oversee/support fundraising activities such as annual giving campaigns, matching grants and sustaining donors
 - Prepare materials and coordinate supplies for fundraising/marketing events
- Manage HSCV tables at community events, meetings or conferences to promote organizational goal or solicit donations or sponsorships
- Support fundraising events and activities organized by donors and others
- Create special campaigns for online fund raising
- Represent HSCV at locally held events
- Organize volunteers for events as needed

- Marketing

- Prepare posts for Social Media sites, Facebook, Twitter, Instagram....

- Design marketing materials such as posters and brochures
- Support the conception of content for newsletters
- Regularly update the website content

- Merchandise

- Create new organizational merchandise
- Manage merchandise inventory
- Engage with local business selling HSCV merchandise and seek new opportunities

- Donor relations

- Identify, build and maintain relationships with potential and existing donors including clubs, organizations and individuals
- Keep donor records updated using Salesforce
- Engage corporate representatives, governmental officials or community leaders to increase awareness of organizational causes, activities or needs
- Solicit cash or in-kind donations or sponsorships from individual, business or government donors

Minimum Qualification and Experience Requirements:

- Bachelor's degree preferably in Marketing, Communications, Business Administration or Management or related field
- Experience mobilizing online communities to make an impact and an interest in social media trends
- In-depth knowledge of Social Media platforms – Facebook, Instagram, Twitter...
- Demonstrated ability to meet deadline and fundraising targets
- Effective verbal and written communication skills
- Proficiency in English

Preferred Skills/Qualifications:

- Experience with fundraising development and/or marketing
- Experience working with/within NGOs, or other Non-profit organizations
- Computer and data entry skills: MS Office, internet and ability to learn new programs
- Working knowledge of Mailchimp, Wix and Salesforce
- Experience working within Western managed organizations

Personal Traits of an Ideal Candidate

- Highly personable and outgoing individual who relishes taking an active role in the cultivation and solicitation of fundraisers, and as a representative of the organization
- Ability/willingness to learn and apply new skills quickly
- Focused, organized and detail oriented
- Hard working and have genuine interest in helping others
- Demonstrate high level of trustworthiness, honesty, empathy
- Determined, result oriented and ability to work under high pressure

Compensation and Benefits

- Salary based on qualifications and previous experience
- Free lunch provided
- State Health Insurance provided
- Motorbike insurance provided after one year of employment
- Normal working hours are Monday – Friday from 8:30am – 5:00pm with lunch and breaks
- Some weekend and evening work is required
- National Holidays off as well as 12 personal days in the first year, 22 personal days every year after

How to apply

Send a Cover Letter, CV, letters of recommendation and any other supporting documents to Executive Director Ms. Annetta De Vet at annettadevet@hscv.org. Application should be in English. Only short listed candidates will be contacted. No phone calls please.

Deadline and Starting Date

The Deadline for application is **Sunday, November 3rd, 2019**. A successful candidate can start immediately.