

Plan International Vietnam Job Description

Job Title: Temporary Business Development Officer (Private Sector Partnerships) – 6 months maternity cover	Job grade:
Reports to: Business Development Manager	Working Location: Country Office
Unit/ Department: Business Development Unit	Effective date: ASAP
Staff directly supervised (position): None	

Purpose

The Business Development Officer (Private Sector Partnerships) will provide leadership in Plan Vietnam's business development / resource mobilisation from the private sector, including identifying funding opportunities, building relationships with potential private donors and partners, developing proposals, and building staff capacity to support the country strategy and transform the lives of 2 million girls in Vietnam.

Job Responsibilities

Resource Mobilization

- Support the Business Development Unit to lead private sector engagement within Plan Vietnam
- Analysis and mapping of fundraising landscape, priority thematic areas and opportunities from mainly focused on the private sector in Vietnam
- Assist with the finalisation of a private sector engagement strategy
- Work with the technical colleagues and the Communications team to develop compelling business development materials to position Plan as a leading Girls' rights organisation to engage private sector stakeholders
- Coordinate the development of project proposals for private sector and other partners in close coordination with Plan Vietnam's technical specialists and field staff and partners from the private and other sectors (government agencies, civil society organisations, etc.)
- Package and present proposals for private sector and other funding partners and coordinate the negotiation and revision of proposals to get to an agreed final version of the project design

Building Relationships

- Conduct outreach, networking and develop partnerships with international and national private sector stakeholders based in Vietnam that have interest in supporting social programs
- Represent Plan Vietnam within the Plan International federation and to the private sector and other stakeholders on private partnership matters
- Relationship management and 'ownership' of relations with private sector partner representatives locally – building successful, proactive relationships identifying areas of shared interest
- Develop and maintain a strong and professional image of Plan Vietnam among relevant funding partners

Staff Development

- Strengthen the capacity of staff in building relationships with private sector and other stakeholders, collecting intelligence for business development, developing sections of grant proposals, and managing/reporting on grant-funded programs and projects, in coordination with relevant departments

Grant Management Support

- Prepare Funding Agreement Documents defining parameters of funding and compliance requirements
- Monitor project implementation and support reporting
- Ensure compliance with requirements as specified in grant / partnership agreements
- Identify and manage staff engagement activities for funding partners to support projects
- Represent Plan in meetings with private sector and other partners, organise and host field visits

Qualifications:

- University Degree in social science, business administration or related fields

Experience:

- Five years of professional working experience, preferred in fundraising in the development sector or in corporate social responsibility programming
- Demonstrated track record of proposal development (project design, proposal writing). Experience writing complex reports, research, or other technical document in English also considered
- Demonstrated experience and success taking initiative and an interest in taking leadership roles
- Experience working in Vietnam, with relevant private sector partners, and in identifying and developing fundraising opportunities preferred

Knowledge and skills:

- Fluency in written and spoken English. Knowledge of Vietnamese is an asset
- Proactive and confident in taking initiative and exploring new opportunities. Demonstrates record of creativity and entrepreneurship
- Excellent writing skills and ability to formulate an argument in simple terms
- Promotes teamwork and cooperation
- Clear and effective communication that builds relationships in order to influence others
- Knowledge of the private sector CSR interests, priorities and requirements
- Negotiation skills at an advanced level
- Conceptual and analytical skills
- High level of computer proficiency