



Job Announcement of Senior Resource Development & Communication Manager

Our announcement will be closed by 10th September, 2018

Habitat for Humanity International founded in United States in 1976. Habitat now works in 1,400 communities across the U.S. and in nearly 70 countries and has helped 6.8 million people achieve strength, stability and independence through safe, decent and affordable shelter.

HFH Vietnam has been working in Vietnam since 2001. As of June 2016, HFH Vietnam has enabled more than 13,600 low-income Vietnamese families to improve their living conditions through decent homes, clean water and safe sanitation and post-disaster reconstruction and repairs. In addition, HFH Vietnam has provided training in disaster preparedness, financial education, hygiene practices, and construction skills, among others, to more than 75,800 individuals.

For more details, please visit us: <http://www.habitat.org/> <http://habitatvietnam.org/>

Our vision

A world where everyone has a decent place to live.

Our mission

Seeking to put God's love into action Habitat for Humanity brings people together to build homes, communities and hope.

Position:	Senior Resource Development & Communication (RD&C) Manager
Report to:	National Director
Work Location:	Ho Chi Minh Office
Supervise:	RD&C Manager and Communication Officer

Job Summary

The Senior Resource Development and Communications Manager (RD&C) is responsible for developing resource mobilization and communications strategies and related policies/procedures to support Habitat for Humanity Vietnam's mission. The Senior RD&C Manager will develop specific initiatives and engage donors, community partners and others, as required, to help build a sustainable organization. Through networking, presentations, proposal writing, event planning, influencing and negotiation, the Senior RD&C Manager will secure resources for HFHV.

Key Accountabilities

Leadership

1. Develop a communication and fundraising strategy with clear deliverables for raising awareness and acquiring resources from international and national supporters to achieve Habitat Vietnam's strategic plan.
2. Provides oversight, support and management of Resource Development and Communications staff members
3. Serves on Habitat Vietnam Leadership Team.

Resource Development and Communications

4. Develop & maintain relationships with local, regional and international organizations to support Habitat Vietnam's mission such as corporations, foundations, schools, faith-based entities, media, etc.
5. Develop, and monitor compliance, of Resource Development and Communications policies and

procedures that align with Habitat International global policies including but not limited to branding, collaborative fundraising, photo usage, media, etc.

6. Conceptualize, execute and manage special fund raising and advocacy events either as a Habitat Vietnam initiative or in collaboration with partners

Resource Development

7. In coordination with relevant Habitat Vietnam staff, take the lead on the development and submission of project proposals for donors
8. Oversee donor compliance issues by developing donor agreements, sharing the donor requirements with respective Habitat Vietnam staff and proactively following up on requirements.
9. Mainstream communications from the Habitat Vietnam project offices and functional team members to support timely and accurate concept and proposal development as well as donor reporting
10. Develop and manage a database of current and potential donors in terms of funding preferences and priorities

Communications

11. Improve the brand awareness of Habitat Vietnam by developing and communicating key information about the Habitat Vietnam's work to relevant audiences both domestically and world-wide, including but not limited to annual report, marketing materials, press releases, impact stories, multimedia products, etc.
12. Support communication needs of the project implementation activities such as groundbreaking and dedication ceremonies, special build events, signage, etc. If timing limits direct engagement, review content and materials.
13. Coordinate social media and website maintenance and monitor third party content on a regular basis
14. Act as English resource as needed i.e. external documents, manuals or other donor-funded materials
15. Coordinate merchandising design and procurement process

Critical Job requirements

To succeed in this role, willingness & availability to travel frequently as required and following minimum requirements are met.

1. University Degree in Marketing, Communications, Non-for-Profit Management or related fields preferred, Master degree is preferred
2. 5 years to 7 years of relevant experience with at least 3 years in leading position with good achievement.
3. Good skills and experience in fundraising and grant/proposal writing
4. Experience and knowledge of development approaches and institutional fundraising including log-frame strongly preferred.
5. Having knowledge & experience in community sustainable development in Vietnam
6. Strategic, creative thinking and an entrepreneurial attitude towards fundraising
7. Adept public speaker
8. Strong ability to network and build relationship with international/local corporate donors
9. Strong attention to details
10. Team Player and leader
11. The ability to influence others by using excellent communication skills including cross-cultural competency
12. Fluency in written and spoken English; Vietnamese language skills helpful.
13. Computer proficiency in MS Word, Excel, PPT etc.

14. Willingness to travel

15. The capability to work under pressure, multi task, and meet deadlines

At Habitat we commit to provide people with following values:

1. Competitive salary and benefits comparing with other iNGOs in Vietnam
2. Open, collaborative and supportive working environment
3. Experiencing meaning of community development through Habitat's projects

Candidates who are Interested in Habitat's Vision and Mission, and qualified for the job are welcome to send us your comprehensive English CV, and cover letter to highlight your interest and capabilities and contact details (including telephone number and email) of 3 references including most recent direct supervisors to application@habitatvietnam.org

Habitat for Humanity Vietnam gives equal employment opportunity to both Vietnamese & foreign qualified candidates. Please note that foreign candidate needs to demonstrate qualified background and records for getting work permit in Vietnam.

Please note that only shortlisted candidates will be notified.