

JOB DESCRIPTION

ACTION ON POVERTY IN VIETNAM

Communications and Partnership Manager

Effective date:	February 2025
Contract type:	Full-time, definite-term contract (renewable)
Work location:	Based in Hanoi, Vietnam
Reports to:	Innovations and Product Development Director

ABOUT US

Action on Poverty (AOP) is an independent, secular, nonprofit international development organisation with over 55 years of experience and a well-established network of grassroots connections. AOP operates across Asia, Africa, and the Pacific, delivering innovative and sustainable solutions to address systemic poverty challenges.

Our vision

All people thriving in a world without poverty.

Our purpose

To be the catalyst that mobilises and collaborates with changemakers globally to create environments free from poverty where communities can flourish. We partner with changemakers in local communities worldwide to transform innovative ideas into scalable, evidence-based, and cost-effective solutions that address the root causes of poverty. Our support and solutions are tailored to meet the specific needs and priorities of each community.

In Vietnam, AOP has led impactful development initiatives since 1989. This role focuses on providing enhancing AOP's communications and partnership functions to align with global strategies while delivering tailored support to in-country teams and partners.

ROLE SUMMARY

The **Communications and Partnerships Manager** will play a pivotal role in amplifying AOP's impact through strategic partnerships and dynamic communications. This role is integral to positioning AOP as a leader in facilitating innovative, community-driven development solutions.

Key Responsibilities:

- **Drive High-Impact Partnerships:** Support the Innovations and Product Development Director in cultivating strategic partnerships that align with AOP's high-impact model development, fostering sustainable collaborations across sectors.
- **Drive Strategic Communications:** Work closely with the Marketing and Communications Manager in Sydney to deliver global communications strategies, creating high-quality materials that reflect AOP's vision, mission, and values.
- **Strengthen AOP's Brand:** Ensure consistent, powerful messaging that showcases AOP's evidence-based approaches, measurable outcomes, and transformative partnerships.
- **Cross-Functional Collaboration:** Collaborate with the Programs team, Impact Assessment Coordinator, and other departments to ensure communications and partnership activities are data-driven, aligned with donor expectations, and responsive to evolving development trends.

This role integrates communications and partnership-building to maximise AOP's global and local influence and support the scaling of impactful programs.

AUTHORITY

The Communications and Partnerships Manager is empowered to make decisions within the scope of assigned activities under the guidance of the Innovations and Product Development Director. This role involves significant collaboration across teams to align in-country and global priorities.

KEY WORK RELATIONSHIPS

Internal	External
<ul style="list-style-type: none">▪ Innovations and Product Development Director▪ Marketing and Communications Manager▪ Programs team and Impact Assessment Coordinator▪ Other AOP staff in Vietnam and Sydney	<ul style="list-style-type: none">▪ Media organisations▪ High-impact partners and donors▪ Corporate, major and institutional donors▪ Government agencies▪ Academic institutions and community groups▪ Industry bodies▪ Agencies and suppliers

MAIN AREAS OF RESPONSIBILITY

Key Responsibilities	Specific Tasks
1. Strategic Partnership Development	<ul style="list-style-type: none"> • Identify and Cultivate High-Impact Partnerships: Proactively identify opportunities for strategic partnerships that align with AOP's high-impact model development, both globally and in countries. • Develop Partnership Proposals: Support Innovations, Product Development Director, Leadership Team, and partners the development of tailored proposals, pitches, and presentations to attract funding, foster collaboration, and strengthen long-term donor relationships. • Stakeholder Engagement: Build and maintain strong relationships with key stakeholders, including donors, corporations, government agencies, and community leaders. • Promote Shared Value Partnerships: Advocate for partnerships that deliver mutual benefits, combining social impact with organisational growth.
2. Global Communications Strategy	<ul style="list-style-type: none"> • Implement Global Communications Plans: Work with the Marketing and Communications Manager to execute AOP's global communications strategy across regions. • Brand Consistency: Ensure all communication materials reflect AOP's brand identity, mission, and high-impact development approach. • Thought Leadership: Position AOP as a thought leader in international development through strategic content creation, media outreach, and participation in global forums.
3. Content Creation and Media Engagement	<ul style="list-style-type: none"> • Develop and deliver high-quality communications materials, including reports, press releases, newsletters, promotional content, and digital assets to support global and regional strategies. • Develop and manage content on digital platforms, ensuring alignment with AOP's voice and objectives. • Collaborate with the Programs team and Impact Assessment Coordinator to gather data, stories, and impact results to create evidence-based narratives that attract partners and donors. • Build and maintain relationships with media outlets to ensure positive and strategic coverage. • Create promotional assets, including videos, flyers, brochures, and donor impact stories.
4. Monitoring, Evaluation and Reporting	<ul style="list-style-type: none"> • Measure the effectiveness of communications and partnership initiatives using data-driven approaches. • Provide timely, comprehensive reports to donors, showcasing program outcomes, success stories, and lessons learned. • Use insights from monitoring activities to refine communications strategies and partnership approaches.
5. Training and Capacity Building	<ul style="list-style-type: none"> ▪ Offer training to staff and partners on effective communication strategies, tools and compliance with AOP branding. ▪ Guide teams leveraging communication channels to achieve products, projects and organisational goals.
6. Event and Campaign Coordination	<ul style="list-style-type: none"> • Support planning and execution of local and global events, including advocacy campaigns and donor engagement initiatives. • Ensure alignment between event branding and AOP's strategic objectives.

REQUIRED QUALIFICATIONS

Education	<ul style="list-style-type: none"> ▪ Degree in Communications, Marketing, Public Relations, or a related field. ▪ Advanced qualifications in international development or community engagement are advantageous.
Work experience	<ul style="list-style-type: none"> ▪ Minimum 5 years in communications, marketing, or partnerships, preferably with international organisations. ▪ Experience managing donor relations and building collaborative partnerships.
Technical knowledge and skills	<ul style="list-style-type: none"> ▪ Expertise in developing and implementing communications strategies across channels. ▪ Knowledge of branding, marketing tools, and emerging digital trends. ▪ Proven ability to create compelling narratives for diverse audiences. ▪ Social media and website management, including community management and good knowledge of on-page SEO. ▪ Experience in using WordPress, Canva, Photoshop; multimedia (video and audio editing) skills. ▪ Strong organizational and multitasking abilities, with attention to detail. ▪ Familiarity with monitoring tools to track communications and partnership success.
Languages skills	<ul style="list-style-type: none"> ▪ Fluent in English (advanced and professional level required). ▪ Vietnamese is not required but preferable.
Personal attributes	<ul style="list-style-type: none"> ▪ Independent, proactive, and collaborative. ▪ Committed to AOP’s mission of addressing poverty and injustice. ▪ Strong interpersonal and cross-cultural communication skills. ▪ A team player with a diligent, proactive and collaborative approach. ▪ Patient, friendly and supportive; ▪ Committed to AOP’s mission of addressing poverty and injustice.
Adherence to	<ul style="list-style-type: none"> ▪ Poverty and injustice eradication; ▪ Gender equality; ▪ Child protection;

How to apply

Interested candidates should submit your **CV and cover letter** in English outlining your interest and suitability for the role to recruitment@actiononpoverty.org by **20 February 2025**.

Please use the subject line: **Communications and Partnership Manager – [Your Name]**

Applications will be reviewed on a rolling basis. While we appreciate all responses, only shortlisted candidates will be contacted.

AOP is an equal-opportunity employer and a child-safe organization, AOP does not discriminate on the grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation. All employees, volunteers, and interns are required to comply with AOP Policies. The successful candidate will be subject to reference checks, a police check, and a working with children check.