

**JOB POSTING**

*Latest Updated on: May 20, 2025*

|  |  |  |
| --- | --- | --- |
| Job title | : | DIRECTOR OF BRIGHTER PATH AND WOMEN’S EMPOWERMENT PROGRAMS  |
| **Reports To** | : | Chief Executive Officer  |
| Program | : | Brighter Path and Women's Empowerment |
| Location | : | **Ho Chi Minh City, Vietnam, with frequent travel to rural provinces (≈30%)** |
| **Contract Type** | : | Full‐time, Fixed-term, or Indefinite‐term |
| **Start Date** | : | As soon as possible |

**About VinaCapital Foundation (VCF)**

The VinaCapital Foundation (VCF) is a non-profit organization committed to improving health and education for underserved children and women in Vietnam. We are an equal opportunity employer and strongly encourage applications from women, ethnic minorities, and individuals from diverse backgrounds that protected by law.

**Brighter Path Program Overview**

Brighter Path empowers the brightest disadvantaged rural ethnic minority girls in Vietnam by providing long-term scholarships, up to 7 years, for high school and university education. The two programs combine personal mentoring, life skills training, and holistic education to overcome cultural and socioeconomic barriers. It equips girls with essential knowledge and leadership skills, enabling them to complete their studies and become empowered agents of positive change within their communities.

**1 - Position Purpose**

The Director will lead the Brighter Path Program, VCF’s flagship initiative empowering high-potential ethnic minority girls from underserved rural communities through long-term scholarships, mentoring, life skills training, and community-based girls’ clubs. This role sets the strategic direction of the program, ensures high-quality delivery, safeguards beneficiaries, mobilizes resources, and expands impact both nationally and beyond.

1. **– Key responsibilities**

### **2.1** **Strategic Leadership & Program Integration**

**External Strategy & Program Development**

* Drive a multi-year vision and annual plans aligned with VinaCapital Foundation’s 2030 strategy and the United Nations Sustainable Development Goal 5 on gender equality.
* Lead innovation in digital learning, alumni engagement, and girl-led advocacy.
* Uphold safeguarding, child protection, and Diversity, Equity, and Inclusion (DEI) principles across all activities.

**Internal Strategy & Collaboration**

* Serve on the Senior Program Committee to shape organizational strategy and programmatic priorities.
* Collaborate with internal teams and Program Directors to embed Brighter Path priorities across all programs, ensuring coherence and shared impact.

### **2.2 Brighter Path Scholarship (7–10 Year Track)**

* Oversee transparent, gender-sensitive beneficiary selection in partnership with Vu A Dinh Scholarship Fund and provincial authorities.
* Manage academic performance, well-being, and progress of 200+ scholars via a competency roadmap and real-time tracking dashboards.
* Design and deliver bi-weekly virtual mentoring, annual leadership camps, and internship placements to promote holistic development.
* Maintain an active alumni engagement platform, fostering peer support and community advocacy.

### **2.3 Brighter Path Girls’ Club Program**

* Scale after-school clubs to 100+ rural schools, delivering curricula focused on Sexual and Reproductive Health (SRH), leadership, financial literacy, and legal rights.
* Train and certify Youth Union facilitators and teacher advisors; provide ongoing coaching to ensure program quality.
* Lead development and User experience (UX) governance of the digital platform, coordinating closely with IT vendors to enhance user experience.
* The creation of ethnic girls' clubs in ethnic high schools is designed to equip the girls with all the tools to improve their lives and livelihoods and to improve the paternalistic cultures.

### **2.4 Fundraising, Donor Stewardship & Partnerships**

* Develop compelling grant proposals and pitch decks; secure over US$1 million annually through diversified domestic and international funding sources.
* Produce accurate, transparent semi-annual donor reports covering narrative, financials, and impact metrics.
* Cultivate strategic relationships with corporations, embassies, multilaterals, high-net-worth individuals, and Key Opinion Leaders (KOLs).
* Liaise with The Ministry of Education & Training, Women’s Union, Youth Union, INGOs, and community leaders to mainstream gender-responsive policies.

### **2.5 Monitoring, Evaluation & Learning (MEL)**

* Develop and implement a robust KPI framework measuring retention rates, university entrance, SRH knowledge improvement, and alumni employment outcomes.
* Commission baseline, mid-term, and impact evaluations; utilize insights to refine and adapt programs for greater effectiveness.
* Present evidence-based results at national and international forums; publish key learnings to contribute to the sector.

### **2.6 Financial & Risk Management**

* Prepare and oversee annual budgets of approximately US$1.5 million; ensure compliance with VCF and donor policies and timely disbursements.
* Manage financial, safeguarding, and reputational risks proactively to maintain program integrity and donor confidence.

### **2.7 Team Leadership**

* Lead, coach, and performance-manage a multidisciplinary team of 2–4 staff, interns, and volunteers.
* Foster a culture of servant leadership, innovation, accountability, and continuous learning within the team.

### **2.8 Communication & Public Advocacy**

* Serve as a key spokesperson on girls’ education and gender equality; deliver keynote speeches, media interviews, and social media engagement.
* Collaborate with Public Engagement Programs and other stakeholders on storytelling, PR campaigns, and impactful video content to raise program visibility and support.

## **3 - Required Qualifications & Experience**

1. Master’s degree in Gender Studies, Education, International Development, Public Policy, or related field; or equivalent professional experience.
2. **5–8+ years** progressive program management, with **3+ years** in a senior leadership role managing multi-million‑dollar, multi-stakeholder programs.
3. Fluency in Vietnamese and English, both spoken and written; strong public‑speaking ability.
4. Demonstrated expertise in gender equality, girls’ education, or women’s economic empowerment, ideally within ethnic minority or rural contexts.
5. Proven fundraising record and donor compliance experience (e.g., bilateral, multilateral, CSR).
6. Solid background in Monitoring, Evaluation, and Learning (MEL), data analysis, and adaptive management.
7. Advanced skills in MS Office (Word, Excel, PowerPoint); experience with CRM/MIS and digital learning platforms is an asset.
8. High cultural competence, integrity, and commitment to safeguarding and DEI.
9. Ability to travel frequently to remote provinces and occasionally work evenings/weekends.
10. The ideal candidate demonstrates strong leadership, strategic thinking, excellent communication, and a results-driven mindset.

## **4 - Benefits**

* Competitive NGO salary and benefits package commensurate with experience.
* Professional development opportunities (conferences, certifications, language training).
* A mission-driven, inclusive workplace that values diversity and ‘Culture of Care’.

## **5 – How to apply**

Submit a cover letter and CV (in English) to **thao.nong@vinacapitalfoundation.org**with the subject line “Director of BP – [Your Name, Vietnamese, if any]” by **June 13, 2025.** Applications will be reviewed on a rolling basis; early submissions are encouraged.

*Note: We deeply appreciate the interest and effort of every applicant who has taken the time to apply and support our mission. Due to the large number of applications, we regret that we are unable to provide individual feedback to each applicant. Only those shortlisted will be contacted for interviews or additional assessments. If you do not hear from us by June 16, 2025, please consider that your application was not successful this time. We warmly thank you for your dedication and encourage you to stay connected and apply for future opportunities that match your skills and passion. Your commitment means a lot to us and the communities we serve, and we believe there is vast potential for cooperation if you remain interested in sustainable development and our work.*