



Partnership Development Associate

ASSIST Vietnam Profile

ASSIST Vietnam is an international NGO, implementing social & environmental projects since 2007. At ASSIST we work closely with corporates/private companies to jointly implement social or environmental projects benefiting the society & environment in Vietnam. We implement projects across many provinces in Vietnam. We have colleagues from different countries working together on project implementation and acquiring new projects. To know more about ASSIST, please visit www.assistasia.org

Position Summary

We at ASSIST Vietnam are looking for an energetic Partnership Development Associate to join our team! As a Partnership Development Associate, you will be responsible for conducting market research, contacting clients, selling our services, closing the deal and building client relationships.

Key Responsibilities

- Conduct market research and identify potential clients and donors.
- Pursue and cultivate key partnerships with various local stakeholders, and maintain relationships with current and potential clients.
- Create new business opportunities by presenting, negotiating, expertise, and experience in achieving social impact (Services and Original Social Actions).
- Achieve the above through activities including presenting, negotiating, contracting and reporting in accordance with our client/ donor requirements.
- Establish linkages with beneficiary groups and community partners to facilitate effective implementation by the project team
- Support and conceptualization and implementation of business development strategy with the team.
- Attend and represent the organization at online and offline meetings, events, and conferences to grow the brand recognition and awareness of ASSIST.

Requirements

- At least a Bachelor's Degree in Business Management, Sales, Marketing, or other similar courses
- At least 1-2 years working experience in business development or similar fields, preferably in the nonprofit or civil society sector.
- Keen interest in development work and being part of creating sustainable impact
- Strong written and verbal communication skills in English and Vietnamese, with creative bent and commercial awareness.
- Excellent interpersonal and networking skills, with a proficiency in negotiating.
- Strong organizational skills, particularly in attention to detail, time management, and coordination of multiple clients simultaneously.



- Highly professional attitude, responsible, independent, able to work in fast-paced environments and meet urgent deadlines
- Adept at analyzing, breaking down, organizing, and articulating complex ideas, concept, and instructions in written and verbal mediums
- Proficient in Microsoft Office, Google Suite and other relevant software.

Send your CV's with the subject '**BD Application**' to any of the following email address:
my.nguyendmt@assistasia.org