**JOB DESCRIPTION**

**Position:** Fundraising Manager, The Vietnam Foundation
**Employment Type:** Full-time
**Work Location:** Hanoi or Ho Chi Minh City
**Reports to:** President of VNF

**Deadline for application:** Friday, October 10, 2025

### **About**

The Vietnam Foundation (VNF) is a non-governmental and non-profit organization established in the US in 2008. With the mission of “Improving the life of the Vietnamese people through education,” VNF has implemented various educational programs, including: the Vietnam Open Educational Resources Program; support initiatives for the visually impaired such as the Talking Book Library and scholarships for blind students; and the Khan Academy Vietnam (KAV) Program, which assists schools, teachers, and learners in effectively using the Khan Academy platform to drive digital transformation in teaching and learning.

### **Position Objective**

The VNF Fundraising Manager is responsible for leading the strategic development and execution of VNF's fundraising initiatives to secure sustainable financial support from corporate partners, wealthy individuals, and philanthropic foundations globally. This position requires building and maintaining long-term relationships with donors to advance VNF's mission of bringing world-class, free Vietnamese-language learning resources to students across the country.

### **Key Responsibilities**

#### **Strategy and Project Management**

* Continuously evolve and execute VNF’s fundraising strategy, ensuring alignment with VNF’s mission, long-term objectives, and annual fundraising targets;
* Monitor key trends and developments globally that affect the fundraising landscape for VNF;
* Connect and build relationships with fundraisers from other organizations to grow fundraising knowledge base;
* Identify and propose innovative fundraising initiatives to broaden VNF’s potential donor base;
* Set ambitious yet achievable weekly, monthly, annual and multi-year fundraising OKRs, and monitor progress towards those OKRs regularly;
* Prepare weekly progress updates for executive leadership.

#### **Donor Outreach and Relationship Development**

* Strategically compile target lists of potential donors for outreach consideration;
* Represent VNF at fundraising events, conferences, and external meetings to strengthen VNF’s brand and connect with potential donors;
* Reach out to potential donors across channels: email, LinkedIn, phone calls, and more;
* Collaborate with the Media and Community Development team to create high-quality fundraising materials;
* Engage executive leadership where needed to support fundraising efforts (e.g., joining meetings with potential donors);
* Develop tailored donation pitches for corporate and individual prospects that align VNF’s programs with donor priorities and CSR goals;
* Track all donor outreach activities and communications systematically.

#### **Donor Retention and Relationship Management**

* Evolve and implement donor stewardship plans to deepen engagement, encourage repeat giving, and recognize donors appropriately;
* Connect with and send regular updates to donors on VNF’s work, any major landscape updates, and their impact;
* Coordinate with the Schools & Partnerships and Media & Community Development teams to prepare regular impact reports to support donor communication;
* Track all donations along with communication to donors systematically.

### **Requirements**

#### **Education**

* Bachelor's degree in Business Administration, Marketing, Communications, Social Work, Public Administration, or related fields;
* Master's degree in relevant field or professional fundraising certification (CFRE) preferred.

#### **Work Experience**

* Minimum 2 years of experience in fundraising, donor development, or business development, with demonstrated success in securing major gifts and corporate partnerships;
* Proven track record of managing donor portfolios and meeting or exceeding fundraising targets;
* Experience working in the nonprofit and education sectors preferred.

#### **Skills and Competencies**

* Excellent verbal and written communication skills in both Vietnamese and English;
* Excellent interpersonal skills with proven ability to build trust, inspire confidence, and maintain long-term relationships with high-level donors and corporate partners;
* Excellent organizational skills with ability to manage multiple projects simultaneously, meet deadlines, and coordinate complex fundraising campaigns and events;
* Demonstrated ability to work independently, take initiative, and achieve measurable results in competitive fundraising environments.
* Strong analytical and strategic planning capabilities with the ability to develop comprehensive fundraising strategies and identify new funding opportunities;
* Some experience with donor management systems (CRM), fundraising databases, and digital fundraising platforms;
* Passion for VNF's mission and commitment to advancing educational opportunities in Vietnam.

### **Benefits**

* This is a full-time paid position with competitive benefits;
* Attractive 13th month salary bonus to recognize your contributions;
* Social insurance on full amount of salary, health insurance;
* The chance to contribute to meaningful projects that create a positive impact on the community and society
* Working in a professional, open, dynamic and friendly environment.

### **How to apply**

Interested applicants shall submit their CV/resume and cover letter to email **hr@vnfoundation.org** by 5PM, October 10, 2025. Applicants are encouraged to submit their application as soon as possible, as this recruitment may be closed after the suitable candidate is found. If you have any questions, please reach out to us at **hr@vnfoundation.org**.