



Job Title: Institutional Partnerships Officer

Reports to: Head of Fundraising and Communications (HFC)

SAIGONCHILDREN – ORGANISATION PROFILE

Saigonchildren is a UK-registered charity working exclusively in Vietnam. Our mission is to remove barriers to education in Vietnam.

Education is the most lasting and effective way we can help children and their families to escape from the cycle of poverty. It represents a double investment – an investment in the children, but also in the future of Vietnam.

Everything we do helps children and young people learn and stay in education for longer, significantly improving life for themselves and their families through greater earnings and improved security.

We do that through our four main programmes: child development scholarships, school building and learning environments, vocational and life-skills training for youth, and special needs education.

Each day tens of thousands of children go to study in a public school built by saigonchildren - from the far south to the far north of Vietnam.

We award educational and vocational training scholarships to children for whom family poverty would otherwise prevent them from continuing in education.

We also run Vietnam's leading autism education initiative and support many more special needs education projects for children with challenges including cerebral palsy, sight loss, and congenital birth defects.

Join a team that is creative and always seeking innovative solutions to support many more children in need.

KEY ROLE AND RESPONSIBILITIES

The Institutional Partnerships Officer supports the organisation's institutional fundraising and partnership efforts, focusing on **grant proposal and report writing, donor documentation and follow-up, and organising donor and partner engagement activities**.

Working closely with the Head of Fundraising & Communications and programme teams, this role plays a key part in ensuring strong donor relationships, high-quality proposals and reports, and well-delivered engagement activities.

- **Develop grant proposals, concept notes, and donor reports**, working with programme and finance colleagues to gather information and prepare donor-ready documents.
- **Support strategic donor and partner opportunities** by preparing documentation, coordinating inputs, and following up on actions and deadlines.



- **Organise donor and partner engagement activities and events**, including planning logistics, coordinating vendors, and supporting programme-linked visits or activities.
- **Coordinate with external funding platforms or partner organisations** to meet documentation and compliance requirements.
- **Identify and track funding opportunities** through public sources and maintain a grants pipeline, while working with programme teams to build **donor-facing indicators and basic tracking tools** that strengthen evidence for proposals, reporting, and organisational credibility.
- Maintain organised records and contribute to smooth internal coordination across teams.

Who we are looking for

- Native-level Vietnamese and strong professional English proficiency (written and spoken).
- Experience in institutional fundraising, grants, partnerships, programme coordination, or a related role.
- Experience managing event logistics end-to-end, including basic budgeting, procurement/vendor management, and post-event follow-up.
- Strong writing skills and confidence working with structured documents and deadlines.
- Good organisational and coordination skills; comfortable managing multiple tasks at once.
- Ability to work collaboratively with different teams and external partners.
- Interest in working in a social impact or non-profit environment.

Core staff responsibilities

We work as a team where responsibilities and work are shared across the team. Developing relationships and networks with potential donors and event participants is essential, as is ensuring events are delivered to saigonchildren standards on deadline. This position will occasionally require **evening and weekend work** and includes field travel with **some overnight trips** (approximately 15% of working time).

Saigonchildren's Child Protection Policy

Saigonchildren staff are committed to protecting children's rights in accordance with the organisation's child protection policy, being vigilant against all forms of harm to children and managing and reporting all instances to ensure child safety.

HOW TO APPLY

Interested, qualified candidates are invited to send their detailed CV and cover letter to Ms Phung Nguyen (hr@saigonchildren.com). We thank all applicants, but only short-listed candidates will be contacted for an interview. Deadline for submission: **23:59 (GMT+7), 6th Feb 2026**.