

# Job Description



**FUNCTION:** Fundraising and Communications Officer

**DATE:** 25 February 2019

Part 1: Job Identity			
<b>Position Title</b>	Fundraising and Communications Officer	Grade/Level	TBD
<b>Unit</b>	Programme Development and Support unit	Job Code	TBD
<b>Location</b>	Rikolto in Vietnam Regional Office in Hanoi with occasional travel in Vietnam and abroad (yearly for international fundraising and communication team meetings)		
<b>Reports to</b>	Regional Director		
<b>Responsible for</b>	None		
<b>Relation and coordination</b>	<i>Name(s) of the functions or units</i>	<i>Type of relation e.g. coaching, sharing information etc.</i>	
	Junior Planning, Learning and Accountability Officer	Information sharing on data management and track record building; coordination for donor reporting.	
	Programme Coordinators and officers	Alignment and integration of programme needs with funding opportunities; assessment of funding needs; information sharing for communication purposes.	
	Regional Director	Information sharing; provision of input for IMT upon request; joint networking, proposal writing, and fundraising budgeting.	
	International Fundraising and Communications Team	Information and experience sharing, contribution to the joint objectives of the team, additional roles and responsibilities as determined within the team.	
	Admin and Finance team	Compliance with Rikolto's cost norms and financial accountability; collaboration on financial and administrative matters; collaboration on funding needs assessment and budgeting for proposals.	
<b>Purpose of the Job</b>	The purpose of the Fundraising and Communication Officer is (1) to ensure adequate funding of Rikolto's core programme in Vietnam, (2) to explore opportunities to expand programme interventions, (3) to spearhead and implement Rikolto's internal and external communication activities, (4) to increase Rikolto's network of potential partners and supporters, and (5) to ensure a good relationship with donors.		

## Part 2: Job Content and Context

<b>Duties and Responsibilities</b>	<p><i>As Fundraiser:</i></p> <ul style="list-style-type: none"> <li>• Facilitate the process of identifying and measuring funding needs and priorities, and developing a budget plan</li> <li>• Develop and manage Rikolto in Vietnam’s fundraising strategy and workplan</li> <li>• Develop and write attractive project proposals, concept notes, and tenders for Rikolto in Vietnam and submit to appropriate funders</li> <li>• Identify, contact and inquire with potential donor/funding agencies for grants, gifts, legacies, investments, partnerships and other funding instruments; develop profiles for top prospects</li> <li>• Follow-up funding prospects and leads of submitted concept notes and proposals</li> <li>• Identify events and networks to engage with from a fundraising perspective, and follow-up with relevant staff for their participation in these events and networks</li> <li>• Establish, develop and nurture good relations with donors and funding agencies</li> <li>• Facilitate orientation and visits by potential and current donor partners to the Rikolto’s Vietnamese programme.</li> <li>• Update and manage the donor and contacts’ database (Salesforce)</li> <li>• Draft and supervise the design of fundraising communication materials (e.g. organisational brochures, project factsheets, track record, lessons learned, cases for support, etc.)</li> <li>• Follow-up on donor reporting and ensure the quality of report submitted to donors</li> <li>• Attend call for proposal orientations and/or donor meetings</li> <li>• Monitor and identify funding opportunities for Rikolto in Vietnam’s and clusters in which it is a member; share potential opportunities with international colleagues</li> <li>• Liaise with the fundraising team at Rikolto’s International Office for quality control and support</li> <li>• Participate in online and in-person meetings of the International Fundraising Team and take up additional tasks as agreed upon within the team</li> <li>• Provide regular overviews of Rikolto in Vietnam’s fundraising needs, prospects, activities, progress, and achievements for the International Board of Directors and the International Management Team</li> <li>• Compile and maintain detailed and accurate records of funding, contact details and contact history, and ensure integration into Rikolto’s database</li> <li>• Identify fundraising training needs for Rikolto’s team in Vietnam and coach colleagues on how to support fundraising efforts in their daily activities.</li> </ul> <p><i>As External Communications Officer</i></p> <ul style="list-style-type: none"> <li>• Update and implement Rikolto in Vietnam’s communication strategy and workplan</li> <li>• Oversee Rikolto’s public relations in Vietnam, including with the media</li> <li>• Regularly update content on Rikolto in Vietnam’s website, social media pages (Facebook, Twitter, LinkedIn, Flickr, Youtube) and Rikolto’s internal social network (Yammer)</li> <li>• Oversee the design, production and copy-writing of all print material, including Rikolto’s annual report in Vietnam</li> <li>• Prepare and send out Rikolto in Vietnam’s quarterly newsletter</li> </ul>
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	<ul style="list-style-type: none"> <li>• Manage photography and video content production</li> <li>• Manage Rikolto in Vietnam’s mailing lists and contacts database</li> <li>• Map out communication channels in the region and follow-up on opportunities for external communication</li> <li>• Represent Rikolto at events and network meetings</li> <li>• Support the programme team in developing content for advocacy (e.g. policy briefs, case studies, toolboxes, research summaries) and awareness-raising purposes (e.g. consumer campaign)</li> <li>• Maintain a database of photos, case studies and research/evidence</li> <li>• Respond to general enquiries</li> <li>• Monitor communication outputs and outcomes</li> <li>• Participate in online and in-person meetings of the International Communication Team and take up additional tasks as agreed upon within the team</li> <li>• Proofread all English and Vietnamese documents to be shared externally</li> </ul>
<b>Authority</b>	The Fundraising and Communications Officer is a member of the Programme Development and Support unit without direct supervisory function. The position requires an active coordination with programme staff at the Vietnamese Regional Office and with Rikolto’s international fundraising, communication, and cluster teams.
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Ensure the timely, adequate and effective implementation of Rikolto in Vietnam’s communication and fundraising strategies;</li> <li>• Maintain compliance with Rikolto’s rules and regulations;</li> <li>• Maintain good relations with Programme Officers and management.</li> </ul>
<b>Key Result Areas</b>	<ul style="list-style-type: none"> <li>• Rikolto in Vietnam’s network of potential donors and partners is expanded;</li> <li>• Additional financial resources are secured for the implementation of Rikolto’s programme in Vietnam;</li> <li>• Regular updates on activities and progress are posted on Rikolto in Vietnam's website and social media pages;</li> <li>• Information sheets and brochures are updated and available.</li> </ul>
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Yearly assessment report;</li> <li>• As per communication and fundraising workplans.</li> </ul>

<b>Part Three: Job Competencies (Specifications)</b>	
<b>Academic Attainment</b>	<ul style="list-style-type: none"> <li>• Relevant university degree in communication, marketing, public relations, social sciences, project management or equivalent experience</li> </ul>
<b>Knowledge, Skills and Ability Requirements</b>	<ul style="list-style-type: none"> <li>• Excellent written skills with the ability to produce concise and creative content;</li> <li>• Very good working knowledge of English and Vietnamese, both spoken and written;</li> <li>• Tech-savvy (database entry, Excel, Microsoft Office 365);</li> </ul>

<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• At least 4 years of experience in a similar position, coordinating fundraising and communication processes and/or developing new projects;</li> <li>• Extensive experience in writing, editing and proofreading in a public relations, journalism or communications capacity;</li> <li>• Experience in content management and digital communications;</li> <li>• Experience in project cycle management (need assessment, conceptualisation, planning, implementation, monitoring and evaluation);</li> <li>• Professional fundraising experience, including proposal and concept note development, fundraising communication, networking, and donor engagement;</li> <li>• Experience working for an international organization is desirable.</li> </ul>
<b>Aptitude and Interests</b>	<ul style="list-style-type: none"> <li>• Ability to work in an international and multicultural team;</li> <li>• Excellent communication, presentation and networking skills;</li> <li>• Ability to translate complex technical language and ideas into language easily comprehensible to non-specialists;</li> <li>• Ability to coach and empower colleagues to take up communication and fundraising tasks;</li> <li>• Ability to plan and prioritise own work independently;</li> <li>• Ability to demonstrate initiative and work well under pressure;</li> <li>• Practical mind-set, results-oriented;</li> <li>• Ability to develop and manage budgets;</li> <li>• Positive attitude focused on win-win solutions;</li> <li>• Strong affinity with Rikolto's mission and values;</li> <li>• Ability and willingness to travel for work.</li> <li>• Acts with integrity and respects others (working together);</li> <li>• Constructively challenges self and others (making it happen);</li> <li>• Can be relied on to deliver commitments (accountable);</li> <li>• Creates strong morale and spirit in his/her team, fosters open dialogue and shares successes (building effective teams);</li> <li>• Inspires people to act (in accordance with Rikolto's vision and values).</li> </ul>