

Business Development Manager

PURPOSE OF THE POSITION

The Business Development Manager (BDM) is responsible for identifying funding opportunities for ChildFund in Vietnam across the organisation’s specialist areas of focus: child rights and child protection, education, health and wellbeing for children; together with the program team to compete for identified funding opportunities, executing those plans, including oversight of pre-solicitation/pre-proposal activities, as well as proposal preparation and submission with the overall objective of improving the well-being of children in Vietnam.

KEY DUTIES

- Lead the development of the grants and fundraising strategy, closely working with program team and Sydney office;
- Identify and track relevant upcoming funding and fundraising opportunities and secure new donors, funding sources within and external to Vietnam through advance intelligence gathering, partner relationships, and other available resources;
- Lead in seeking grants income, collaboration opportunities and building consortiums for new grant funded projects;
- Manage actions for pre-solicitation proposal preparations and bid planning including: teaming agreements, bid strategy, development of win-themes, oversight of and contribution to technical design, drafting management and other sections of the proposal in advance of the solicitation;
- Manage effective and comprehensive tracking, monitoring and reporting framework for grants;
- Develop and manage relations with donors, ChildFund Alliance, CSOs, Government Partners, private sector and other Country Offices in funding works;
- Represent the organisation’s business development interests at relevant meetings, events, and within resource mobilisation or donor-specific peer networks.
- *Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.*

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- Bachelor degree in relevant discipline combined with substantive work;
- Minimum of 5-year working experience in similar roles with an INGO or similar organisation;
- Experience working with the local government, donors, UN, NGO (international and national) personnel and departments;
- Experience in securing and managing funding from key institutional donors (EU, DFAT, USAID etc.)
- Deep experience in developing projects and programs proposal.

DESIRABLE QUALIFICATIONS & EXPERIENCE

- Master Degree in development perspectives, development approaches and development activities;
- Experience with child-focused programs or communication activities

SKILLS

Excellent interpersonal skills

Ability to effectively communicate with and coordinate activities of multiple teams and partners, including field-based staff

Excellent technical skills in writing, editing, formatting, research, negotiation, and verbal communications in both Vietnamese and English, with attention to details

Creative thinker and motivator, energetic, with an entrepreneurial spirit

CHILDFUND AUSTRALIA’S VALUES

Commitment to ChildFund Australia’s values – Respect, Integrity, Collaboration, Change, Empowerment & Excellence

Department: Program

Location: ChildFund Australia Representative Office in Vietnam, 127 Lo Duc, Hai Ba Trung District, Hanoi, Vietnam

Employment: Full-time, initial one to three-year contract with option to extend based on mutual agreement

Reports to: Country Director

Other Information: must have criminal background check before joining the organisation

Please apply at: <https://www.childfund.org.vn/working-with-us/>





ORGANISATIONAL CONTEXT

ChildFund Vietnam is the representative office of ChildFund Australia – an independent international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists almost 16 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program. ChildFund began working in Vietnam in 1995 and works in partnership with local government and civil society, as well as children, their parents, caregivers and communities to create lasting change, respond to humanitarian emergencies and promote children’s rights.

Projects are implemented in the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups; often the most vulnerable or marginalised sections of the population. ChildFund Vietnam’s projects focus on child rights and child protection, education, health and wellbeing for children. ChildFund Vietnam also prioritises building the resilience of young people, by giving them the opportunity to take part in sports, life skills learning, and supporting their participation in local decision-making processes.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 15 days of paid annual leave in the first year of service. From the second year onwards, leave entitlement is 20 days plus one additional day for every 5 years of service. You are also entitled to personal/carer’s leave, paid parental leave, school leave, child sick leave, study leave and bereavement leave.

Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversations between yourself and your manager about maintaining work-life balance.

Health Care Insurance program

We provide 24-hour coverage for Comprehensive Health Care insurance for all ChildFund Vietnam staff, including In-patient (Hospital & Surgical Insurance), Personal Accident Insurance and Outpatient Treatment Insurance. This program is also extended to family members depending on staff’s tenure with the organisation.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

Internal Social Welfare

ChildFund aims at creating a working environment and organisational culture where staff feels valued and cared for. We offer a comprehensive program of internal welfare activities, including monthly birthday celebrations, gifts for weddings and new born babies and quarterly team building activities (“Good Friday”).

OUR VISION: A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

At ChildFund Vietnam you will be contributing to every child being able to play, learn, and grow.