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WE ARE HIRING!

Position Title: **Associate Director – Development and Strategic Initiatives/
Head of Institutional Advancement and Giving**

Reports to: Director of Development and Strategic Initiatives

Department: Development and Strategic Initiatives Team, President's Office

Employment Type: Full-time

Number of recruits: 1 (one)

Help us reimagine the University.

We are Fulbright University Vietnam (“Fulbright”), Vietnam’s first independent, non-profit, liberal arts university. We are an expanding international team of educational innovators, with deep roots in Vietnam, strong political and financial backing, and connections to educational institutions around the world. We believe in the power of collaboration, transdisciplinary thinking, and risk-taking, and we understand that effective education requires putting students at its center. Globally integrated but deeply embedded in Vietnamese society, Fulbright is dedicated to providing a world-class education, utilizing the latest advancements in institutional design, teaching, learning, technology, and other fields to create an institution that is both innovative and globally relevant. Importantly, Fulbright is committed to serving Vietnamese society through rigorous research and responsible civic engagement.

Our flagship campus will be located in Saigon Hi-Tech Park, in Ho Chi Minh City (District 9). Until phase 1 of campus construction is completed, we are located at Crescent Plaza, Tan Phu, in Ho Chi Minh City (District 7).

About the Development and & Strategic Initiatives Team

We strive to bring top relationship, partnership, and create new strategic opportunities for Fulbright University Vietnam. While we engage with the society’s thought leaders, business executives, philanthropists, foundations, and the broader community all over the world to support Fulbright, we also work with top corporates and organizations for strategic plans, national and global level programs. Our team also lead and drive key new and important strategic initiatives to the development of Fulbright University.

Roles and Responsibilities

The **Associate Director – Development and Strategic Initiatives/Head of Institutional Advancement and Giving** is a strategic-thinker, collaborative leader. Working with the leadership team, Director of Development and Strategic Initiatives, and other director of Fulbright, you will develop and implement the foundation and corporations fundraising strategy. You will serve as



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the lead relationship manager for private foundations and other institutional donors, working closely with Director of Development and Strategic Initiatives.

The **Associate Director – Development and Strategic Initiatives/Head of Institutional Advancement and Giving** would be tasked with setting up and building a new Institutional Giving division under Development and Strategic Initiatives team of President's Office.

The roles and responsibilities include but is not limited to:

- As leader of the Institutional Advancement team raises fund through national, community and corporate foundations, and other institutional donor gifts. Frequently lead solicitation of major donation exceeding \$500,000 Assist with development of strategic plans to meet fundraising goals
- Manage private foundation, MNCs, private corporations and other donor relationships:
 - prospect research;
 - donor cultivation, relationship management, and recognition;
 - represent the organization to prospective and current donors
- Collaborate with all departments under Fulbright including academic, student life, brand/communications, strategic initiatives, and others, on strategies to secure funding for national and global priorities
- Work independently or lead a small team, relying on their expertise and providing clear goals, appropriate guidance, and transparency to build trust and ensure individual and team excellence
- Work with Development and other team to design donor products
- Evaluate program success and identify improvements
- Oversee and contribute to the donor and grant management system in Salesforce

Other duties

- Contributing to team effort by welcoming new and different work requirements; exploring new opportunities to enhance the services of the department; helping others accomplish related job results as and where needed.
- Other tasks and responsibilities assigned to the Employee by the Company which may be adjusted from time to time.

What we look for

1. Education:

- Master's degree from accredited university preferably in the field international development, education, nonprofit management, business, social/human services, or related field.

2. Experience:

- At least seven to ten years of progressive experience in a similar role, and at least three to five years of experience in a leadership role preferred



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- Demonstrated track-record of securing funding for international organization is preferred
- Experience with grant writing is desired

3. Knowledge, Skills and Abilities:

- A skilled project and people manager
- Masterful fundraising knowledge and abilities
- Excellent customer service skills
- Strong communication skills: verbal and written
- Big picture thinker who is not afraid to dive into the details

What we offer

- Opportunity to be one of passionate team members who share the same belief in the transformative power of education and see the unique opportunity in creating a new university.
- Opportunities to participate in public talks, workshops, seminars, as well as other fun activities at Fulbright.
- A full network of supportive colleagues.
- A dynamic, innovative, and professional working environment.
- Intensive English-speaking environment.
- Competitive salary and high-end insurance schemes.
- Generous annual leave entitlement.

How to Apply

- Please email a cover letter explaining your interest in and qualifications for the position along with your resume to jobs@fulbright.edu.vn.
- The position will remain open until filled.
- Only short-listed applicants will be contacted for further process.

