

Fulbright

WE ARE HIRING!

Position Title: **Development Officer - Corporate Relations**

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 **Corporate Relations Officer** would be tasked with developing and maintaining university’s corporate donor relationships. The role focuses on scouting and soliciting corporate gifts, stewardship activities, and developing a network of corporate donors who are willing to engage and support Fulbright long term.



Fulbright

The roles and responsibilities of the **Development Officer** include but are not limited to:

1. Fundraising & Gift solicitation

- Lead and implement corporate fundraising initiatives and develop innovative corporate products to engage partners for both the mid and long term on mutually aligned goals.
- Identify and approach key prospects for corporate donors and partners based on a research of their industries, CSR activities, interest, and how to best engage with them.
- Develop and implement relationship strategies and proposals to cultivate long-term, mutually beneficial relationship with corporate donors.
- Work closely with the relevant departments to lead and manage the process of developing strategies and tactics for approaching specific funders, especially corporations in Vietnam

2. Corporate Donors Relation

- Act as the liaison or coordinator for Vietnamese corporate donors within Fulbright network
- Maintain communication with partnering corporates with regards to developmental impact to establish tie and trust.
- Engage in stewardship duties, ranging from maintaining personalized communication with donors, to organizing donor engagement events.
- Ensure the execution of donors' benefits across different departments, including Communications, Student Life, and other relevant departments.
- Plan and organize conferences, forums, events and staff engagement activities for corporate partners that align with the organization's objectives.
- Update and manage donor database.

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:** Bachelor's degree in any discipline from an accredited university.
2. **Experience:**
 - A minimum of 4-6 years working in corporate environment or positions that requires a lot of interaction with corporates in Vietnam.
 - Experience in relationship management, relationship building and/or fundraising, CSR activities is an advantage.
 - Demonstrated grant or corporate proposal writing experience is an advantage.



Fulbright

3. Knowledge, Skills and Abilities:

- Proven skills in corporate engagement, project planning, financing, implementation and evaluation regarding marketing and fundraising.
- Working experience in the corporate sector and in-depth understanding of the national and international business environment in Vietnam
- Demonstrated fund-raising or sales skills and experience with corporations.
- Excellent interpersonal and influencing skills and the ability to engage with corporates at all levels.
- Excellent oral and written communication skills in English.
- A passion for education, committed to Fulbright's mission to bring world-class education to Vietnam
- A good understanding and knowledge of CSR landscapes in Vietnam
- Thoroughness and Attention to Details: Candidates demonstrate meticulousness, can identify subtle change in trends and behaviors, can accurately perform tasks, can see through task through the end, and can provide consistent regarding work quality.

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.

