

Fulbright

WE ARE HIRING!

Position Title: **Industry Outreach Officer**

Reports to: Senior Manager, Partnership Development

Department: President 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 in Summer 2022, we are located at Crescent Plaza, Tan Phu, in Ho Chi Minh City (District 7).

Scope of Work

Industry Outreach Officer is a member of Partnership team under the President Office of the Fulbright University Vietnam. You will initiate, manage, and grow the pipeline of partners and supporters.

You will support the Senior Manager, Partnership Development to:

- Develop long and short-term objectives of partnership and fundraising.
- Identify and execute strategies and action plans to initiate, maintain and grow partnership relations.
- Manage an existing portfolio of engaged corporations and foundations.
- Work with internal stakeholders to facilitate the completion of joined projects and programs with partners.



Fulbright

Roles and Responsibilities

- Proactively build relationship with corporations and foundations in Vietnam and abroad.
- Proactively identify prospects to evaluate, develop and implement plans for partnership and solicitation strategies.
- Assist in the development and operation of partnership and development programs designed to identify and enhance major corporate and foundation support to the University.
- Maintain liaison with appropriate staff and executives to strengthen existing relationships.
- Prepare, review, edit and package formal proposals; collate and interpret available research data pertinent to development of relationships with potential donors.
- Lead or assist in the development of policies, procedures, and systems.
- Prepare and present reports for University officials and external audiences.

Other duties:

- Assume responsibility for office operations, as necessary.
- Identify, cultivate, recruit and train volunteers for designated projects.

What we look for

- **Education:** Bachelor minimum
- **Experience:**
 - 2-4+ year related experience
 - Specialties in Foundations, Corporation relationship and fundraising preferred
 - Experience working for Foundations or University Development office preferred
- **Knowledge, Skills and Abilities:**
 - Excellent relationship management
 - Excellent written and oral communication in English and Vietnamese.
 - Demonstrated knowledge of cultivation, solicitation, and stewardship strategies.
 - Goal-oriented, hardworking, proactive, responsible, and responsive working culture.

What we offer

- A full network of supportive colleagues
- A dynamic, innovative, and professional working environment
- Intensive English-speaking environment



Fulbright

- Competitive salary and high-end insurance schemes
- Generous annual leave entitlement
- Opportunities to participate in public talks, workshops, seminars, as well as other fun activities at Fulbright
- 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.

How to Apply

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

