

Fulbright

WE ARE HIRING!

Position Title: **Senior Advisor on Development Policy and Strategy**

Employment Type: Full-time / Part-time

Duration: 9-month to 1-year contract

Tentative 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).

We are seeking one (1) Senior Advisor to support Development and Strategic Initiatives Team.

About 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.

Scope of work

The Senior Advisor will help us build and professionalize fundraising system at Fulbright University Vietnam, particularly focusing on (1) Multi-national Corporations, (2) Foundations.



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Roles and Responsibilities

The position's duties and responsibilities include:

- Lead the creating of new policies and processes with regards to institutional fundraising focusing on corporation and foundations
- Identify top priority targets for foundations and corporations, aligned with and interested in FUV mission and values
- Support in hiring of institutional development team
- Train team on development (e.g. proposal writing, effective communication with institutional donors)
- Establish connections for FUV with major foundations and MNCs with interest in education
- Lead and support develop proposals for MNCs, Foundations come up during the tenure

Skills and Qualifications

1. Looking for Candidates Who Demonstrate:

- A life-long commitment to solving social issues, especially in higher education.
- Innovative and Creative Thinking: Candidates demonstrate the capacity to combine or synthesize existing ideas, images, or expertise in original ways characterized by a high degree of innovation, divergent thinking, and risk taking. Candidates are prepared for a certain level of uncertainty.
- Effective Communication: Candidates demonstrate strong and clear interpersonal speaking and writing skills that foster understanding, can communicate with diverse populations, and actively listen to those they serve.
- Collaboration: Candidates demonstrate behaviors to successfully function in a team, including ability to interact with difference, engage with new ideas, and can actively listen to other's opinions.
- Lifelong Learning: Candidates demonstrate a high degree of intrinsic motivation, have a capacity to learn quickly, and can engage in a variety of tasks from start to finish with the aim of enhancing their experience, knowledge, and skills.

2. Qualifications and Experience

- Required: Master's degree or higher, preferably in International disciplines.
- More than 25 years of experience in fundraising-related management positions.
- Experience working in community projects, fundraising, grant writings.
- Experiences working for universities around the world is a plus.
- Familiarity with American foundations is a plus.
- Organization and management skills.



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What we offer

- Opportunities to engage via exclusive trainings for interns, public talks, workshops, seminars, as well as other fun activities at Fulbright.
- Be a part of a team of passionate, hardworking, and experienced individuals.
- A full network of supportive colleagues and influential members of society.
- A dynamic, innovative, and professional working environment.
- Intensive English-speaking environment.
- Competitive salary and high-end benefit scheme
- 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 send the following to development@fulbright.edu.vn and jobs@fulbright.edu.vn with the subject line: Senior Advisor_Name.
 - A cover letter (less than 400 words) explaining your interest in the position, your passion in education and how you are a good fit (ideally through examples).
 - A resume of relevant experiences and/or qualifications.
 - (Optional) Portfolio of relevant work for this position (e.g., market research summary, previously executed event proposals/plans).
- The position will remain open until filled.
- Only short-listed applicants will be contacted for further process.

