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WE ARE HIRING!

Position Title: **Senior Development Officer – Individual Gift Manager**

Reports to: Director of Development and Strategic Initiatives

Department: Development and Strategic Initiatives, 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 Partnership Team

We strive to bring top relationship, partnership, and donation opportunities for Fulbright University Vietnam. While Development engages with the society’s thought leaders, business executives, philanthropists, and the broader community all over the world to support Fulbright, Partnership works with top corporates and organizations for strategic plans, national and global level programs.

Roles and Responsibilities

The **Senior Development Officer – Individual Gift Manager** is responsible for developing strategies for the cultivation, solicitation, and stewardship of donors with special focus on five figure multi-year gifts to support Fulbright, Endowment, and related programs. This position has direct impact on the department’s reputation among customers, sponsors and other clients, as well as impacts the financial and operational performance of the department.

The roles and responsibilities of the senior development officer include but is not limited to:



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- **Develop individual donor strategies**, along with materials, to renew and upgrade donor gifts. Work with Director of Development to better the donor engagement strategies
- **Lead the development**, sourcing and oversee portfolio of major donors and prospects.
- **Secure Major Gifts:** Manage a portfolio of gift donors who have the capacity to make multi-year commitments. Serve as primary staff for individual prospects, developing and implementing cultivation and solicitation strategies. This includes building, managing and soliciting a portfolio of major gift prospects, giving primary focus to that portfolio's top prospects. Maintain an annual “Top 25” pool of prospective major gift donors to be solicited in the next 12–18-month period.
- **Identify, Cultivate and Steward Donors/Prospects:** Identify major gift prospects and develop compelling engagement strategies to solicit and close gifts as outlined above. In collaboration with members of the advancement team, identify, develop and cultivate a significant prospects pipeline as part of the organization’s evolving fundraising strategy. Travel extensively for the purpose of prospect and donor cultivation, solicitation, and stewardship.
- **Report and Database Management:** Prepare written proposals, gift agreements, funder pitches, and other materials needed to define, secure and document major gifts. Effectively utilize Salesforce to maintain records of contacts with donors and prospects; analyze potential donor research materials to target appropriate givers; and track, evaluate and present relevant giving information.

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:**
 - 5-7 years working in client-facing functions such as business development, relationship management, sales, fundraising for corporates, NPO/NGO, development or similar roles.
 - Fundraising experience for education causes is a plus.
3. **Knowledge, Skills and Abilities:**
 - Outstanding bilingual 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.
 - A passion for education, committed to Fulbright’s mission to bring world-class education to Vietnam



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- Demonstrated experience, success, and progressive responsibility in relationship management, sales or fundraising with a minimum of three to five years' experience.
- Ability to set goals strategically and oversee execution.
- High level of discretion and ethical approach to fundraising.
- Proven ability to interact and influence philanthropic leaders.
- Experience motivating and managing high-profile volunteer leadership and senior executives.
- Ability to work cross-functionally with various internal and external constituents.
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
- Excellent written and verbal communication and presentation skills.

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.

