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WE ARE HIRING!

Position Title: **Operation and Strategic Initiative 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 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 leads and drives new and important strategic initiatives to the future development of Fulbright University.

Roles and Responsibilities

The **Operation and Strategic Initiative Manager** supports Director of Development and Strategic Initiatives with assessing, formulating long-term strategy and key initiatives to help the University achieve its strategic goals. The role focuses on identifying strategic opportunities and leading processes/set-up for those strategic initiatives. The Manager will make strategic recommendations based on the strength and weakness of the team to minimize risks and grow Fulbright University Vietnam.



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The roles and responsibilities of the **Strategic Initiative Manager** include but are not limited to:

Operation and Strategic Initiatives management

- Manage initiatives that focus on new projects and process optimization; Initiatives will require end-to-end execution from initial assessment through recommendation and implementation.
- Conduct horizontal scans to identify opportunities for new and strategic projects for the University. Lead setting up new programs/ initiatives that are important to the University
- Lead project to build and/or maintain operational dashboards and reporting suite to track, manage, and provide valuable insights on metrics.
- Conduct strategic planning when necessary, thoroughly analyze and evaluate internal business plans.
- Simultaneously develop and manage detailed roadmaps for multiple projects
- Manage stakeholders, ensuring timely and quality communication with different functions and teams; facilitating workshops and sessions with many teams
- Perform quarterly market analysis to develop competitive intelligence strategy.
- Build relationships with key stakeholders across the university and external stakeholders to define relevant current and future needs
- Author and deliver executive level reporting, including weekly, monthly, and quarterly reviews.

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 Business related fields is required, Master's degree is desired.
2. **Experience:**
 - 3-5 years working in top management consulting, major not-for-profit organizations, venture capital, investment banking, working on strategy, business administration, senior operation role or similar roles where you perform strategic planning, initiate, lead, and launch projects/products.
3. **Knowledge, Skills and Abilities:**
 - **Outstanding problem solving and analytical skill:** Candidates demonstrate the capacity to evaluate and break down information in a logical, concise way, allowing them to see patterns and trends across data. Candidates are also prepared for a certain level of uncertainty and is ready to adapt to changes.
 - **Communication skills:** 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.



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- **Advanced Organizing, Planning and Management skills:** Candidates demonstrates an organized and systematic approach to their projects, can employ given resources in an efficient and effective way, and can finish their projects within a designated time.
- **Self-starter and go-getter:** Demonstrated ability to work independently without supervision, and start project on their own.

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.

