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WE ARE HIRING!

Position Title: **Strategic Initiative Officer**

Reports to: Strategic Initiative Manager/Director of Development

Department: Development, 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 **Strategic Initiative Officer** will provide key support to Strategic Initiative Manager and Director of Development and Strategic Initiatives in the most critical projects of President’s Office and the University.



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The roles and responsibilities of the **Strategic Initiative Officer** include but is not limited to:

- Support conducting key initiatives of the university (e.g. performance management system, dashboard, revenue strategy)
- Support the development of long-term organizational strategy and key strategic initiatives
- Conducting research and analyses of operational effectiveness, processes, stakeholders, etc.
- Conduct analysis of university's broad operation, industry benchmark, competitor intelligence
- Aligning departmental goals, processes and resource allocation with the organizational strategy.
- Support research operations on market development, competitors, threats, or any relevant field as delegated by senior executives.
- Independently managing key projects and programs at the university. Provide hands-on work to set up new projects/programs.
- Manage the interaction between stakeholders (donors, university's leadership, and strategic team)

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 from accredited university. Excellent academic record is preferred.
2. **Experience:**
 - A minimum of 2-3 years working in business, project management, operation, or strategic planning, or similar roles.
 - Strategy, business intelligence, management consultant background is preferred.
 - Experience with education and not-for-profit organizations is a plus.
3. **Knowledge, Skills and Abilities:**
 - **Extremely organized:** You keep meticulous to-do lists, plan your day carefully, and make sure everything gets done.
 - **Excellent writer:** You enjoy writing and know what is appropriate for different audiences.
 - **Detail-oriented:** You are very careful and triple-check important documents, emails, presentations, etc.



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- **High standards:** You know what excellence looks like and can be counted on to deliver consistent quality.
- **Proactivity:** You support the Director by anticipating what is needed in advance; you are always one step ahead.
- **Project manager:** You can break a big project into smaller steps, set milestones, track progress, and deliver results.
- **High-performer:** You are energetic, thrive under high pressure and work at a fast pace.
- **Critical Thinker:** You don't just execute on something, but always think critically and ask yourself if this is the best way of doing it.
- **Initiative & Courage:** You have an owners' approach and you are proactive with what needs to be done; you also embrace risks and failure
- **Humility & Adaptability:** You have a beginners' mindset and you always seek to learn; you are also flexible and embrace pivoting
- **Possibility & Adventure:** You are passionate about life, you have a growth mindset and you can thrive on uncertain circumstances and uncharted territory
- **Resilience:** You tackle difficult situations with a can-do attitude and are relentless in the pursuit of your goals
- **Language:** Fluency in English is required, and fluency in Vietnamese is a plus.

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.

