



Vietnam Relief Services Terms of Reference (TOR)

Head of Corporate Giving (Hanoi)

The Head of Corporate Giving is responsible for the corporate giving strategy and implementation including the creation of charitable campaigns, the inclusion of VRS in appropriate charitable grants processes both locally and abroad, and the direct engagement of local Hanoi based businesses for the solicitation of cash or product based donations. Further, the Head of Corporate Giving is responsible for managing multiple simultaneous campaigns and activities with a focus on maximizing the total cash and product based donations.

This post reports to the VRS Director in Hanoi Vietnam, and is expected to attend weekly status meetings, VRS events and fundraisers, and assist in field level programs and activities when possible.

Primary Responsibilities: The primary responsibilities of this post are:

- Directly solicit corporate donors for donations of cash or product.
- Craft effective charitable campaigns that focus on maximizing the inflow of corporate donations.
- Maintain an accurate list of corporate leads and donors via a Customer Relationship Management System.
- Routinely research local business trends, corporate philanthropic cycles, and grant application/contest cycles.
- Ensure timely submission of all corporate grants in a professional format.
- Design, launch, and manage local fundraising events.

Additional Responsibilities: Additional responsibilities, acting in a support capacity include:

- Support for field level projects and activities in and around Hanoi.
- The occasional management of projects for other VRS employees and volunteers during periods of vacation, leave, sabbatical, or schooling.
- Attendance at VRS Events.

Requirements:

- 4 year degree in a related field
- Strong understanding of the Hanoi market
- Fluent in English
- Excellent written communication skills
- Excellent ability to communicate and build lasting relationships
- Energetic, outgoing, and fun approach
- Experience using a CRM (Customer Relationship Management) system to organize contacts, schedule follow-ups, and maintain the complex relationships that exist between donors.

Nice to have:

- Fluent in Vietnamese
- Have a strong understanding of the Hanoi hospitality industry

Compensation:

- All VRS posts are uncompensated to maintain our pledge to mobilize 90% of all donations to field level programs.