

## Vacancy announcement for an Acquisition/Fund raising Manager

HELVETAS Swiss Intercooperation Vietnam invites applications from qualified candidates for the position of Acquisition/Fund Raising Manager. This position is envisaged as either a full-time staff or part-time staff under results based management. The position is located in Hanoi.

### Responsibilities:

- Identify funding sources to support programming of HELVETAS Swiss Intercooperation in Vietnam.
- Review calls for proposals and recommend whether HELVETAS Swiss Intercooperation should pursue funding opportunities.
- Closely liaise with HELVETAS Swiss Intercooperation team in Vietnam to create a proposal development team with TOR/specific roles and timeline.
- Meet with donors and/or submit queries to clarify proposal requirements.
- Lead the preparation of high quality grant proposals including proposal writing and supervising other related tasks such as pre-award assessment/research, selection and due diligence of partners,
- Work with technical specialists in Head Office to leverage their support in the grant proposal development process.
- Develop improved landscape analysis to support grants acquisition. This includes supporting the development of needs analysis and other landscape analysis to support bids; the mapping of potential partners and competitors and the development of strategic partnerships to enhance the profile, reputation and grant competitiveness of HELVETAS Swiss Intercooperation .
- Research and develop references of sector best practice ready for proposal development within the parameters of the growth targets and strategy of the organization.
- Management of Donor Relations.
- Establish relations with new donors, in particular major multi-laterals.
- Network with other NGOs, INGO's, and Embassies within Vietnam and region to identify potential funding opportunities for priority programmes and projects.
- Search for information and analyze the current situation of corporate and private philanthropy and develop a strategy for fund raising through this channel.
- Build the capacity of HELVETAS Swiss Intercooperation Vietnam staff in grant acquisition and management.
- Develop a strong second liner to be able to take up increasing grant management responsibility.

### Required competence:

- Masters in Development Studies, International Relations, Business Administration. Having background on agribusiness/value chain development in an advance.
- Knowledge of humanitarian sector, program development, resource acquisition, major donors and multi-laterals and donor relations.
- In-depth knowledge on program design, monitoring and evaluation.
- Competent in use of Microsoft Office programs.
- Demonstrated 5 years experience in proposal writing, funding acquisition and donor relations.
- At least 3 years experience in management of a unit or department.

Interested candidates should send applications (**CV, motivation letter, diplomas, reference and/or proven of relevant working experience**) to Ms Nguyen Tu Anh, Human Resources Manager, email: [nguyen.tuanh@helvetas.org](mailto:nguyen.tuanh@helvetas.org) before 30th December 2013. Only short listed candidates shall be contacted.