



VACANCY ANNOUNCEMENT: DEVELOPMENT ASSISTANT

AIP FOUNDATION

AIP Foundation is a non-profit organization dedicated to saving lives on the roads and increasing access to safe, equitable, and sustainable mobility for all. We envision a world with zero road injuries and fatalities. Beyond empowering underserved road user communities, AIP Foundation tackles injustice related to youth engagement, workers' rights, gender equality, and environmental issues. For further information, please visit www.aip-foundation.org

WHO WE ARE

- 50 passionate humans making the world a better place
- An inclusive and women-led non-profit
- A blend of local and international employees implementing programs in Vietnam, Cambodia, and Thailand.

We are looking for a local qualified candidate to fill the following position at our office in Ho Chi Minh City, Vietnam

DEVELOPMENT ASSISTANT

Duty station: Ho Chi Minh City, Vietnam
Status: Full-time; Permanent
Application due: **21st June 2024**
Starting date: As soon as possible

POSITION PROFILE

The Development Assistant role reports directly to the Development Manager. This position plays a critical role in the day-to-day operations of the Development team and requires candidates who are highly detail-oriented, possess great analytical and problem-solving skills, team players, are structured yet adaptive to as-needed changes, and are self-driven to support the work of the organization on behalf of vulnerable communities.

The responsibilities listed below are inclusive, but not exhaustive, of the role. It is reasonable to assume that additional tasks will be requested, as and when needed

KEY RESPONSIBILITIES:

FUNDRAISING & PARTNERSHIP DEVELOPMENT

- Support development team with proposal and development process, including but not limited to:
 - Conducting background research for content development
 - Drafting narrative content, pitch decks, and slide presentations
 - Collaborating with internal departments to design and/or improve programs
 - Translating English/Vietnamese materials
- Monitor local and regional events to identify potential networking and partnership development opportunities for the Leadership and Development team
- Other tasks designated by the development team

RESEARCH & STRATEGY

- Remain up-to-date on global road safety initiatives, innovations, and research to inform potential opportunities for new and/or expanded programming
- Develop profiles of potential donors, including potential alignments, key contacts, and recommendations to inform the Development team's approach
- Monitor activities of current and past donors to identify opportunities for increased funding levels and/or re-initiating partnerships
- Remain up-to-date with current fundraising trends
- Research public and private grant agencies/foundations for fundraising opportunities

DATABASE MANAGEMENT

- Maintain and update information stored on key Development database systems to monitor and track relationships with current and potential donors
- Monitor and update contractual deadlines for potential and existing partnerships (i.e. Proposals, Program Reports) on the Development Calendar – notifying key Development leads to ensure organizational obligations are met
- Identify recommendations to improve the efficiency and functionality of internal databases relevant to partner relationship management

ADMINISTRATION

- Key administrative lead for the Development team – database management, data input, note taking, document translation
- Coordinate with Finance, Administration, and Human Resources (FAHR) to compile due diligence documentation upon the request of donors and strategic partners

QUALIFICATIONS AND REQUIREMENTS

- Bachelor degree
- At least two to three years of experience in a similar role
- Excellent written/verbal English & Vietnamese
- Ability to think critically and manage multiple tasks and deadlines
- Positive attitude with can-do mindset
- Excellent communication & organization skills
- Commitment to AIP Foundation's mission, vision and core values
- A dynamic and professional individual with initiative
- Honest and trustworthy

APPLICATION REQUIREMENTS

Applications are due **21st June 2024**. However, please note that applications will be reviewed on a rolling basis and interviews may be conducted before the closing date.

Please submit a cover letter, resume, and two references with their email address and telephone number to our AIP Foundation email address at: humanresources@aip-foundation.org

Applications will be carefully vetted – including working history and background checks. Incomplete applications will not be considered.