



## **JOB DESCRIPTION**

<b>Position</b>	Department Manager: Communications and Fundraising
<b>Team</b>	Communications and Fundraising
<b>Status</b>	Full time with flexible hours
<b>Location</b>	Hanoi
<b>Last updated</b>	June 2025

### **Job Purpose**

To provide outstanding leadership to Blue Dragon's Communications and Fundraising department.

### **Job Context**

Blue Dragon Children's Foundation is on a mission to end human trafficking. We believe that every child deserves exceptional care and a chance to thrive. Blue Dragon kids are street kids, children with disabilities, and young people who have been trafficked. After rescuing children from danger and slavery, we reunite them with their family and provide all the services needed for recovery and growth while advocating for improvements to policy and law.

The Communications and Fundraising department ensures the success of Blue Dragon's work through fundraising, communications and marketing, and by maintaining our excellent reputation with donors, sponsors and the wider community.

Blue Dragon is a child-safe organisation, committed to the protection and exceptional care of children. We require all staff and volunteers to agree to and abide by our Child Protection and Young Adult Protection Code of Conduct.

We offer equal employment opportunities to all qualified persons without discrimination or harassment. We will make any necessary job accommodation for persons with disabilities or special needs.

### **Key Objectives**

- Uphold Blue Dragon's mission and values.
- Lead the development of the department's personnel, structure and systems.
- Manage a portfolio of key partners and donors.
- Ensure the development and implementation of team plans and strategies.

- Provide guidance, support and leadership to department members and across the organisation.

### **Main responsibilities**

The position responsibilities will be negotiated with the co-CEO and senior members of the team, and are expected to include:

#### **1. Lead the development of the department's personnel, structure and systems.**

- Manage the day-to-day operations of the department, including the delegation of projects and tasks, and resource sharing and collaboration among teams.
- Manage the flow of information through the department.
- Create a supportive workplace that inspires excellence and continual learning.
- Plan the department's processes and practices to ensure manageable workloads and efficiency.
- Oversee data collection and reporting systems.
- Take the lead on staff recruitment, training, performance assessment and retention.

#### **2. Manage a portfolio of key partners and donors.**

- In collaboration with the senior leadership, represent Blue Dragon at external events.
- Support the co-CEOs and Strategic Director to maintain relationships with government agencies and other key partners.
- Liaise with key partners and donors, as agreed with the whole department.

#### **3. Ensure the development and implementation of team plans and strategies.**

- Develop annual and long-term strategies and plans in collaboration with the co-CEOs, department members, and Strategic Director.
- Support the team to analyse progress, performance and areas for improvement.

#### **4. Provide guidance, support and leadership to department members and across the organisation.**

- Work with the senior leadership to plan and monitor Blue Dragon's financial position.
- Ensure the development of Blue Dragon's social media, online presence, and public relations activities.
- Support team coordinators to set and achieve their objectives.
- Liaise with senior management and program managers to ensure close interdepartmental cooperation.
- Ensure the quality of the work of each member of the department, including shared understanding of Blue Dragon's values and policies.

### **Support**

The Department Manager: Communications and Fundraising works within an expanded leadership team that includes the co-CEOs and Strategic Director. The Manager collaborates with other managers across the organization, both to give and to receive support as needed.

### **Key selection criteria**

#### *Essential*

- Demonstrated commitment to Blue Dragon's values.
- Senior leadership experience of 3+ years.
- Experience in managing a department consisting of multiple teams and including remote workers.
- Excellent spoken and written Vietnamese and English.
- Excellent interpersonal and communication skills.
- Excellent public presentation skills.
- Highly collaborative and willing to work within an expanded leadership team.
- Demonstrated ability to lead, mentor and support a diverse team.
- Experience in fundraising, communications or a related field.
- Willingness to work out of hours and on weekends when required.
- Willingness to undertake occasional travel within Vietnam.
- Demonstrated commitment to child protection.

#### *Desirable*

- Understanding of social media and non-profit marketing.
- Experience in complying with regulations of foreign countries.

### **How to apply?**

Candidates are invited to send a CV and an Expressions of Interest (EOI) with the contents listed below to [jobs@bdcf.org](mailto:jobs@bdcf.org). The deadline to apply for this position is **July 11, 2025**.

Your EOI should be a maximum of 2 pages and tell us:

- A brief summary of your employment history;
- Why you are suitable for this role;
- Why you are interested in joining Blue Dragon;
- Your leadership philosophy (what do you see as 'good leadership'?) and experience.

Blue Dragon values authenticity over technical perfection. Submissions that appear to have been created with Generative AI tools may not be considered.