

JOB DESCRIPTION

ACTION ON POVERTY IN VIETNAM

Corporate Relations and Grants Assistant

Effective date:	July 2025
Contract type:	Full-time
Work location:	Based in Hanoi, Vietnam with frequent travels to the fields
Reports to:	Corporate Relations and Grants Division

ABOUT US

Action on Poverty (AOP), previously known as the Australian Foundation for the Peoples of Asia and the Pacific (AFAP), is an independent, secular, fully-accredited Australian non-profit organisation. AOP empowers local changemakers to break the cycle of entrenched poverty in some of the poorest communities in Africa, Asia and the Pacific. From teaching an Ethiopian family to grow their own food to sending Cambodian girls to school, we target communities with their own vision for change, and help them make the largest impact possible.

We have worked in Vietnam since 1989 and proudly registered as the first Australian NGO in the country in 1996. Our programs focus on health improvement, income generation, good governance, social monitoring, food security and climate resilience enhancement. By partnering with a broad range of stakeholders, including governmental authorities, CSOs and local communities, AOP has supported thousands of vulnerable and disadvantaged people living across 20 provinces in Vietnam.

The **Corporate Relations and Grants (CRG) Division** at Action on Poverty (AOP) plays a key role in advancing climate action and sustainability efforts in Vietnam and the region. By engaging with corporate partners, green climate donors, foundations, and investors, the Division mobilizes both financial and technical resources to support initiatives focused on low-carbon development and inclusive green growth.

Current flagship initiatives under the CRG Division include:

- **Avalve–AOP Partnership** – Smart farming via AI.
- **AirX–AOP Partnership** – NetZero logistics using bio-based materials.
- **ReFeed–AOP Partnership** – Biofuel production from used cooking oil.

ROLE SUMMARY

The **Assistant** will provide vital support to the CRG Division by:

- Identifying fundraising opportunities, supporting application preparations, and tracking submitted grants.
- Supporting in businesses monitoring and coordination with partners.
- Preparing monthly donor updates and quarterly reports (narrative and financial).
- Performing additional administrative and technical tasks as required.

KEY RESPONSIBILITIES

1. Fundraising and Opportunity Tracking

- Conduct desk review to identify climate-aligned funding opportunities (grants, corporate CSR, impact investments).
- Maintain an updated database of donors, partners, application deadlines, and eligibility requirements.
- Support the preparation of fundraising briefs and concept notes.

2. Business Coordination and Monitoring

- Assist in liaising with business partners (e.g., Avalve, AirX, ReFeed, and others) to collect timely updates on project progress.
- Monitor progress against approved workplans and budgets, and timelines; flag any delays or risks to the CRG Manager.
- Provide logistical support for meetings, site visits, and events related to partnerships.

3. Donor Reporting and Communication

- Collect, organize, and synthesize information for **monthly donor check-in reports**.
- Draft and edit **quarterly narrative progress reports** and consolidate **financial reports** in collaboration with finance and program teams.
- Ensure reports meet the requirements of platforms like Airtable or donor-specific systems.

4. Administrative and Other Duties

- Maintain organized filing systems for all CRG documentation.
- Support knowledge product development by compiling data and formatting documents.
- Provide ad-hoc assistance as requested by the CRG Manager to ensure smooth division operations.

EXPECTED DELIVERABLES

- A minimum of **one donor opportunity scan** per month.
- **Twelve monthly progress briefs** (donor-facing).
- **Four quarterly narrative and financial reports** were submitted on time and met compliance requirements.
- Updated project tracking tools and donor records.
- Support for at least **three fundraising proposals** annually.

WHO WE ARE LOOKING FOR?

Education	<ul style="list-style-type: none">• Bachelor's degree in international relations, Environmental Studies, Development, Business, or related fields.
Work experience	<ul style="list-style-type: none">• At least 2 years of relevant work experience, preferably in fundraising, project coordination, or donor reporting.
Technical knowledge and skills	<ul style="list-style-type: none">• Strong organizational and time management skills.• Ability and skills to utilise office applications (Microsoft Word, Excel, PowerPoint, OneNote, Teams, PDF editor) and cloud-based solutions (Office 365 environment);• Familiarity with climate action, sustainability or AOP's thematic areas of work is a strong asset;• Commitment to AOP's vision, mission, values and goals;
Languages	<ul style="list-style-type: none">• Excellent interpersonal and communication skills in Vietnamese and English, both spoken and written;
Attitude	<ul style="list-style-type: none">• Detail-oriented and meticulous, with a commitment to producing high-quality work• Diligent, proactive and independent.• Collaborative and supportive with a patient and friendly manner;
Adherence to	<ul style="list-style-type: none">• Poverty and injustice eradication;• Gender equality;• Child protection;

JOIN A TEAM WHERE YOUR WORK MATTERS

At AOP, we believe that real change is driven by passionate people. This is a role where your professional growth and your desire for impact go hand-in-hand. If you are eager to develop your career in the not-for-profit sector and have a passion for creating a sustainable future, we'd love to hear from you!

To apply, please submit your **CV and cover letter** in English outlining your interest and suitability for the role to recruitment@actiononpoverty.org by **20 August 2025**.

Please use the subject line: **[Corporate Relations and Grants Assistant] – [Your Name]**

Applications will be reviewed on a rolling basis. While we appreciate all responses, only shortlisted candidates will be contacted.

AOP is an equal-opportunity employer and a child-safe organization, AOP does not discriminate on the grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation. All employees, volunteers, and interns are required to comply with AOP Policies. The successful candidate will be subject to reference checks, a police check, and a working with children check.