



JOB DESCRIPTION

Position:	Community Engagement
Team:	Communications and Fundraising
Status:	Full time with flexible hours
Location:	Ho Chi Minh City, with occasional travel within Vietnam
Last updated:	December 2025

Job Purpose

To grow Blue Dragon's community of supporters in Ho Chi Minh City and around the world.

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 works with 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 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.
- Represent Blue Dragon to the local and global community.
- Maintain and develop great relationships with Blue Dragon's supporters.
- Identify, gather and create communications materials.

Main responsibilities

The position responsibilities will be negotiated with the Donor Relations Lead and Partnership & Community Engagement Coordinator and are expected to include:

1. Represent Blue Dragon to the local and global community.

- Host visitors and donors on site, ensuring a welcoming experience.
- Participate in and lead off-site activities and events with groups of visitors, schools and corporate partners.
- Attend fundraising, networking, and community events in Ho Chi Minh city as a Blue Dragon representative.
- Deliver presentations and speeches to a range of audiences to inspire their support.
- Coordinate and provide logistical, operational and promotional support for community engagement events in Ho Chi Minh City.

2. Maintain and develop great relationships with Blue Dragon's supporters.

- Create excellent donor experiences and develop relationships with donors including but not limited to individual donors, corporate partners and fundraisers.
- Coordinate and organise engagement activities with groups of all sizes.
- Receive and coordinate in-kind donations.
- Support people and groups with their fundraising initiatives.
- Ensure timely and professional communication to maintain strong relationships with donors.

3. Identify, gather and create communications materials.

- Work with program staff to collect stories, images, data, and updates that reflect the needs and impact of Blue Dragon's programs.
- Prepare donor reports and other written or visual media.

4. Additional duties

- Assist with planning and implementation of other activities as required.
- Participate in department and organisation meetings, discussions and events.
- Maintain accurate and up to date records in databases and information systems.
- Submit monthly reports and regular analysis of your work.

Support

The Community Engagement role supports the entire Communications and Fundraising department, and is closely supported by the Partnerships and Community Engagement Coordinator in HCMC and the Donor Relations Lead.

Key selection criteria

Essential

- Demonstrated commitment to Blue Dragon's values.
- Relevant qualifications and/or experience in Education, Fundraising, Public Relations, Sales and Marketing, and/or Communications.
- Minimum 2 years' experience in fundraising, communications, marketing or customer service.
- Proficient English and Vietnamese language skills, both written and oral; including the ability to give presentations and speeches.
- Ability to work independently, set priorities, plan and complete work accurately and to deadline.
- Excellent interpersonal and communication skills, taking a donor-centric approach.
- Able to take the initiative and develop new ideas.
- Willingness to travel.

Desirable

- Experience in working in a non-profit environment.
- Experience living and working in Ho Chi Minh City.
- Experience in working in a multicultural environment with an understanding of cultural differences.