



ROLE PROFILE

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| Title | Corporate Partnerships Specialist | | |
| Functional Area | Business Development Unit | | |
| Reports to | Business Development and Grants Manager | | |
| Location | Country Office | Travel required | Yes |
| Effective Date | As soon as possible | Grade | D1 |

ROLE PURPOSE

Founded in 1937, Plan International is a development and humanitarian organization that advances children's rights and equality for girls. We strive to advance children's rights and equality for girls all over the world. As an independent development and humanitarian organization, we work alongside children, young people, our supporters, and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national, and global levels using our reach, experience, and knowledge. Plan International has been working in Vietnam since 1993. Plan International Vietnam (PIV) works across the three thematic areas inclusive social services, climate and disaster resilience, and economic empowerment in Hanoi, Lai Chau, Tuyen Quang, Quang Tri and Quang Ngai, and is currently expanding operations to Da Nang and Can Tho.

Girls and young women face persistent risks—from child marriage and school dropout to emerging challenges like climate change and online harassment—while funding for NGOs is increasingly channeled through contracts and blended finance rather than traditional grants. Against this backdrop, corporate partnerships are vital to mobilize sustainable resources, align with Vietnam's national priorities for human capital and technology, and ensure that girls and youth are empowered as drivers of change toward a green and equitable future. To support the implementation of organization's resource mobilization strategy, PIV is recruiting a corporate partnerships specialist who will be responsible for driving new corporate partnerships and innovative finance mechanisms.

DIMENSIONS OF THE ROLE

The Corporate Partnership Specialist is responsible for developing, managing, and strengthening strategic relationships with corporate partners to mobilize resources and advance the organization's strategies. The role leads corporate fundraising and proposal development, and contributes across all five stages of the project cycle from ideation to closure. The position also drives external engagement, donor intelligence, ESG analysis, and internal capacity building to expand corporate sector collaboration. The main dimensions of the role include:

- External engagement with the private sector, chambers of commerce, embassies and other stakeholders
- Concept note and proposal development
- Donor and partner mappings
- Donor and ESG strategy analysis
- Opportunity identification for innovative finance, social impact investing, blended finance and public private partnerships

- Communication materials preparation for external engagement purposes
- Capacity Building and Training

ACCOUNTABILITIES

1. External Engagement & Relationship Management

- Proactively identify, cultivate, and manage strategic relationships with private sector companies, chambers of commerce, business associations, embassies, social enterprises, and other relevant stakeholders.
- Represent Plan International Vietnam at external meetings, working groups, networking events, and forums to position the organization as a partner of choice for corporate sustainability, public private partnerships and social impact initiatives.
- Coordinate and facilitate engagement meetings between Plan International Vietnam's leadership/project teams and corporate partners; develop agendas, talking points, and follow-up actions.
- Maintain regular communication with existing and potential partners to strengthen collaboration, provide updates on project progress, and identify opportunities for deepening partnerships.
- Document results and progress of partnership management through capturing meeting minutes and regularly updating external engagement tracker tools.
- Support the organization of events to engage private sector partners.
- Support Program Units (PUs) in developing private sector engagement strategies at provincial levels.

2. Concept Note and Proposal Development

- Lead the coordination of high-quality concept notes, proposals, and strategic pitches tailored to private sector partners, foundations, and innovative finance actors in close collaboration with program managers, technical leads and finance teams, ensuring timely contributions of all team members throughout the process
- Facilitate the engagement from local partners and PUs when relevant and in close collaboration with Technical Leads (TLs) and Program Managers (PMs). Support stakeholder consultations by preparing relevant documents and orient staff on main donor requirements.
- Organize and co-facilitate design workshops at CO and PU when applicable. This includes planning and agenda setting, logistics and preparing relevant tools and methodologies in close collaboration with TLs and PUs.
- Write key sections of grant proposals (such as the summary, justification, strategy) in close coordination with the Program team, and edit sections written by technical staff as needed.
- Package grant proposals to suit the requirements of different donors, including working with the Communications team to develop separate marketing material aimed at different audiences and ensuring harmonization of all proposal documents.

3. Donor and Partner Mapping

- Conduct systematic mappings of corporate donors, private foundations, business networks, and sectoral associations to identify prospects with strong alignment to Plan International's thematic priorities (e.g., gender equality, youth employment, climate resilience, online safety and digital well-being).
- Analyze market sectors, CSR trends, and corporate giving patterns to identify emerging opportunities and strategic entry points.

4. Donor & ESG Strategy Analysis

- Review and analyze ESG, CSR, sustainability, and social impact strategies of target companies to understand their priorities, commitments, and potential areas of collaboration.
- Summarize ESG insights into partner briefing notes, opportunity assessments, and tailored engagement strategies for internal use.
- Monitor developments in corporate sustainability standards, responsible business practices, and ESG regulations to inform PIV's private sector engagement approach.
- Provide recommendations for partnership models that align corporate ESG commitments with PIV's programmatic objectives.

5. Opportunity Identification in Innovative Finance & PPPs

- Track opportunities related to innovative financing mechanisms—such as social impact investing, blended finance, results-based finance, and public–private partnerships.
- Conduct feasibility assessments, stakeholder analyses and competitor analyses to determine suitability for PIV's program portfolio.
- Stay informed of global and regional trends in impact finance and share insights with the business development and program teams to shape strategic direction.

6. Development of Communication & Engagement Materials

- Produce high-quality communication and pitch materials—including capacity statements, project briefs, pitch decks, case studies, and success stories—for external engagement.
- Translate technical program information into compelling, partner-friendly materials that highlight impact and value propositions.
- Coordinate with the Communications team to ensure materials are aligned with branding guidelines and tailored to private sector audiences.
- Prepare content for events, roundtables, donor visits, and meetings, such as talking points, briefing notes, and background documents.

7. Capacity Building and Training

- Develop training and capacity building modules for staff and partners for private sector engagement and innovative finance.
- Organize and roll out trainings at Country Office and Program Units.

8. Project Planning and Implementation Support

- Lead the development of FAD Stage 1 and Stage 3 documents.
- Prepare and conduct handover sessions of awarded grants and contracts
- Ensure good knowledge management practices by filing all relevant documents on shared files
- Regularly update the pipeline tracker for reporting and documentation purposes
- Maintain regular donor engagement throughout implementation
- Support field visits and visibility activities

KEY RELATIONSHIPS

Internal relationships:

The position reports to the Business Development and Grants Manager and will collaborate closely with other departments, namely Programs; Communications and Influencing; Finance and Operations. The position will also collaborate closely with the wider Plan International Federation, including with representatives of the APAC regional hub; national offices; country offices; global hub.

External relationship

Private sector entities; donor agencies; chambers of commerce; government agencies; local CSOs; communities; UN agencies; INGOs; academic institutes; media; multi-stakeholder platforms.

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Essential

- University graduate in related fields, e.g. business administration, economics, development studies, international relations or others
- 5+ years experience of cultivating and managing corporate partnerships and resource mobilization
- Proven track record in developing concept notes, proposals, pitch decks and value propositions for corporate donors and foundations
- Ability to review corporate ESG and CSR strategies and identify aligned partnership opportunities
- Competence in stakeholder and donor mapping, external engagement and opportunity identification
- Working knowledge of impact investing, blended finance, PPP models, results-based finance and feasibility scoping for social impact programs
- Ability to translate technical program data into compelling external communication formats
- Strong skills in relationship building and stakeholder management across private sector partners, chambers of commerce, embassies and business associations
- Persuasive writing & storytelling skills tailored to corporate audiences
- Excellent English business writing and speaking skills
- In-depth knowledge of corporate sustainability topics and private donor expectations
- Strong coordination skills

Desirable

- Experience working with innovative financing mechanisms (e.g., blended finance, impact investing, challenge funds, results-based finance, PPPs).
- Familiarity with impact measurement frameworks and reporting for private sector partners (e.g., KPIs, impact dashboards, ESG indicators).
- Experience conducting partner due diligence, including risk screening for safeguarding, compliance, and reputational risk.
- Experience organizing and facilitating partner events, roundtables, donor visits, and high-level briefings.
- Experience facilitating co-creation workshops, design sessions, or innovation sprints with partners and internal teams.
- Understanding of ESG priorities in key Vietnam sectors (e.g., apparel, FDI manufacturing, agriculture, finance, logistics).

PLAN INTERNATIONAL'S VALUES IN PRACTICE

(Please refer to Plan International's value for more details)

- We are open and accountable
- We strive for lasting impact
- We work well together
- We are inclusive and empowering

PHYSICAL ENVIRONMENT

- Most occasionally, working in the country office that is located in Hanoi
- Regularly, the position needs to travel long hours (by air and car) to remote program areas in mountainous regions, and by bike to the communities. The position needs to work with vulnerable people with different languages and cultures
- Less occasionally, the position needs to travel outside the country

LEVEL OF CONTACT WITH CHILDREN

- Mid contact: Occasional interaction with children