



VOLUNTEER JOB DESCRIPTION

Title Position: Planning/Strategy Mentors (Community Partnership Initiative)

Primary Contact: LIN Volunteer Coordinator

Worksite: HCMC (exact location to be determined by Mentors & NPO)

Commitment: 2 to 4 hours per week, from June to September 2014

The Challenge

Many local not-for-profit organizations (NPOs) in Ho Chi Minh City are working to address real challenges and provide support services to marginalized groups, including, but not limited to: migrants, children and women in difficult circumstances, persons with disability, LGBT. NPOs provide critical services such as a safe place to live, vocational training, counseling, facilitated access to healthcare and education and much more. In the past, many NPOs relied on foreign aid. However, when Vietnam was classified as a middle-income country in 2010, foreign donors have begun to divert their funds to less developed countries. As a result, local NPOs must learn how to attract support from within their own communities. This will require effective planning, communication and donor stewardship. Without a plan for financially sustainability, NPOs are unable to implement long-term strategies to effectively address the root causes of the problems their constituents face. While NPOs possess the passion and drive to solve social problems, they lack financial resources and the experience of cooperating across sectors.

The Opportunity

Help Vietnamese nonprofits realize their potential while harnessing your skill sets by joining the Community Partnership Initiative!

The Community Partnership Initiative (CPI) is a ready-made CSR program that has connected teams of skilled volunteers and local NPOs to address a real challenge over a period of four months. This year, the third iteration of CPI, teams will work to **strengthen NPOs' strategy to achieve financial sustainability**. To achieve this objective, teams of skilled volunteers will be matched with different NPOs, over the course of four months (June to September). During this time, the teams will coach and advise NPO staff in the design and production of donor acquisition tools as well as the implementation of proposed fundraising strategies.

To generate a bit of excitement, the team that produces the most impressive outcomes will win 40 million VND for their NPO, which can be used for project or organization development. While raising funds for the NPO is one possible output, the most important contribution from the skilled volunteers will be their ability to transfer skills and knowledge to build the capacity of NPO staff, thereby igniting the potential for long-term impacts. Key skillsets that are sought include: Finance, Marketing, Sales, Business Development and Risk Management professionals. Individuals with these skill sets can add real value to the nonprofit sector while capitalizing on this opportunity to connect with peers and nonprofits to expand their networks and enhance their leadership and communication skills.

Act to Impact!

Responsibilities of Mentors

- Form a team of 3 to 5 volunteers with finance, marketing, sales, and/or business development skill sets (volunteers can create their own teams amongst their colleagues or professional friends, or LIN will help to place individuals into teams).
- Participate in the Meet and Greet event (May 23rd) in order to meet prospective NPO partners (2 hours).
- Work with your partner NPO, over the course of 4 months (June 1st to September 20th), to develop donor acquisition and retention tools and a fundraising campaign.
- Work with the NPO to plan, execute and produce the fundraising campaign.
- Reach out to LIN team as needed and provide regular updates.
- Support the NPO in the submission of donor acquisition tools and a fundraising campaign report to LIN by September 20th.
- Celebrate your accomplishments by attending the CPI Awards Ceremony (October 17th).

Qualifications/Requirements

- At least 3 years work experience in a field relating to Fundraising/ Finance/ Marketing/ Sales / Risk Management / PR and/or Business Development.
- Fluent in Vietnamese. (You will work with NPO staff whose English is limited.)
- Team commits to work a minimum 2 hours/week during the designated period.
- Experience working with nonprofit organizations is beneficial but not required.
- Enthusiasm for helping others, social work, philanthropy and/or community development.
- Professional attitude towards work.
- Strong presentation, communication and organization skills.

Compensation and Benefits

Participating companies and professionals are awarded media recognition, with a more focused, feature article to be written about members of the winning team. Additionally, all participants will receive appreciation award and complimentary tickets to LIN's Narrow The Gap event in August, an opportunity to network with like-minded people.

For companies, the CPI presents a ready-made CSR program without the burden of organization or logistics. LIN team handles all logistics for you.

Join the movement!

We look forward to welcoming you onboard for this exciting project. If you are interested in this position, please:

- (1) complete the application form in this link <http://tinyurl.com/CPI-Signup2014> and
- (2) send your resume to Volunteer@LINvn.org.

Deadline: 20 May 2014

The Organization

The LIN Center for Community Development (LIN) is a Vietnamese not-for-profit organization working to provide support to local not-for-profit organizations, skilled volunteers and donors who are committed to building strong communities. Please find out more about us at: www.linvn.org

Have questions?

For more information regarding CPI, please contact us by phone: 08-3512-0092 or email: Volunteer@LINvn.org (Ms. Truc)