

## **Job Title: Fundraising Operations Intern 2026**

### **Report to: Individual and Community Giving Manager**

#### **SAIGONCHILDREN – ORGANISATION PROFILE**

Saigonchildren is a UK-registered charity that has been working exclusively in Vietnam since 1992. Our vision is to eliminate poverty in Vietnam through education. We believe that education is the most effective and lasting way to help children and their families, while contributing to Vietnam's economic development.

Our mission:

*“Saigonchildren enables disadvantaged children in Vietnam to reach their full potential through receiving a quality education relevant to their needs.”*

Saigonchildren has earned a reputation as a trusted NGO, providing scholarships, building rural schools, supporting children with disabilities, and fostering the development of Vietnamese organisations dedicated to these causes.

#### **POSITION OVERVIEW**

This **3-month internship** offers a valuable opportunity for a motivated individual to gain hands-on experience in nonprofit fundraising operations, data management, and donor engagement. The intern will support key functions of the Fundraising and Communications team, including donor database management, reporting, event support, and merchandise order processing.

The intern will be part of a small, supportive team where responsibilities are shared flexibly, and teamwork is valued. This role is ideal for someone interested in developing a career in nonprofit fundraising, with potential for the position to develop into a full-time role.

#### **KEY RESPONSIBILITIES**

##### **1. Proposal & Reporting Support for Scholarship Programme**

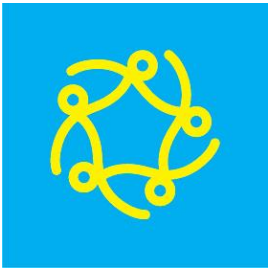
- Support the preparation of sponsorship renewal for the 2026–2027 school year.
- Use existing templates to prepare donor proposals and reports by compiling programme information, gathering background data, and assisting with formatting and document organisation.

##### **2. Event and Campaign Support**

- Assist with event logistics, including guest list management, setup, and volunteer coordination.
- Support post-event communications, reporting, and donor engagement follow-ups.

##### **3. Engagement Management & Gift Processing**

- Update and maintain community and volunteer databases, ensuring records are clean, accurate, and up to date.
- Support volunteer management for online English club project.
- Process merchandise orders, including order intake, stock management, delivery coordination, and payment tracking.
- Guide and manage communities on fundraising and merchandise sales.



### QUALIFICATIONS

- Vietnamese national currently studying or recently graduated in business administration, data management, social sciences, or related fields.
- Interest in nonprofit fundraising or data management.
- Organised, detail-oriented, and willing to learn.
- Good communication skills in Vietnamese and English.
- Comfortable using and skilled in Microsoft Office, and design tools like Canva for proposal or report formatting.
- Team player with a positive, proactive attitude.
- Familiarity with digital giving platforms or basic data visualisation tools is a plus

### WHAT WE OFFER

- Monthly allowance
- Mentorship and on-the-job training in nonprofit fundraising operations.
- Opportunity to extend the position, based on performance and organisational needs.
- A dynamic, supportive working environment where learning and teamwork are valued.

### WORKING MODE & DURATION

- Duration: 3 months (with potential for extension based on performance and organisational needs)
- Expected start date: June 2026.
- Working mode: Primarily offline (at saigonchildren's office in Xuan Hoa Ward, HCMC), with occasional flexibility for hybrid work as needed during specific tasks or events.
- Working hours: Part-time or full-time options can be discussed (preferred: at least 20 hours/week, during office hours Monday to Friday), with occasional evening or weekend support during key events.

### HOW TO APPLY

Interested, qualified candidates are invited to send their detailed CV and cover letter to Ms. Phung Nguyen (hr@saigonchildren.com). We thank all applicants, but only short-listed candidates will be contacted for an interview.

Deadline for submission: 23:59 (GMT+7), 31<sup>st</sup> May 2026.