**Job Title: Senior Partnerships & Grants Officer**

Reports to: Head of Fundraising and Communications (HFC)

Saigonchildren – Organisation Profile

Saigon Children's Charity CIO (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."*

KEY ROLE AND RESPONSIBILITIES**Role Overview**

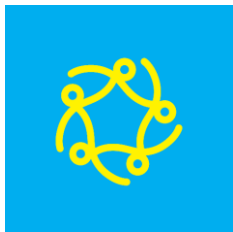
The **Senior Partnerships & Grants Officer** supports fundraising partnerships from identifying and developing opportunities to ongoing donor stewardship. The role places particular emphasis on grant writing, donor reporting and compliance.

This is a full-time position with flexible working hours, including occasional evening and weekend work. Field travel accounts for approximately 15% of working time, including some overnight trips.

Key responsibilities

The post-holder manages agreed opportunities independently and supports the HFC on strategic or complex partnerships.

- Write grant proposals, concept notes and donor reports, drawing on Programme and Finance inputs to meet donor requirements.
- Develop and manage agreed partnership opportunities, assessing enquiries, pitching practical ideas and maintaining donor engagement and follow-up.
- Support the HFC on strategic partnerships through document preparation, internal coordination and timely follow-up on requests and commitments.
- Build and maintain the funding pipeline, identifying relevant opportunities through public sources, donor networks and funding platforms.
- Organise programme-linked engagement activities for donors, partners and programme participants.
- Coordinate donor and funding-platform requirements, including due diligence, compliance documentation and reporting deadlines, while maintaining accurate records.
- Strengthen programme evidence, working with Programme teams to develop indicators and tracking tools, monitor project progress and inform proposals and reporting.



Requirements

- At least two years' relevant experience in fundraising, partnerships development or programme coordination.
- Native-level Vietnamese and strong professional English, with confidence writing proposals, reports and complex donor documents.
- Strong presentation, pitching and relationship-building skills.
- Strong organisation, coordination and follow-through, with the ability to manage deadlines and stakeholders independently.
- Creative, practical thinking that connects programme needs with donor priorities.

Desirable

- Experience securing corporate or foundation grants.
- Experience planning and delivering engagement activities.

Child Safeguarding

All staff must be alert to all forms of injustice, child exploitation and abuse. Any concerns must be reported to the saigonchildren Safeguarding Team, following agreed procedures, and staff must assist with the response as required.

HOW TO APPLY

If you are excited by the opportunity to join a creative, fast-moving team that is always looking for innovative ways to support more children in need, we would love to hear from you.

Please send your detailed CV and cover letter to Ms Phung Nguyen at hr@saigonchildren.com.

In your cover letter, please briefly highlight how your experience relates to the key responsibilities of the role and respond to the following questions:

1. What appeals to you most about this role?
2. What do you hope to learn or gain through this role?

We thank all applicants, but only short-listed candidates will be contacted for an interview.

Deadline for submission: **23:59 (GMT+7), 23rd Oct 2026.**