



**EXECUTIVE DIRECTOR
OF
AMERICAN CHAMBER OF COMMERCE IN VIETNAM**

The American Chamber of Commerce in Vietnam (AmCham Vietnam) is the principal voice of the American business community in Vietnam. AmCham Vietnam was established in 1998 and is a members-based, independent, not-for-profit organization representing American business interests in Vietnam. AmCham Vietnam is one of the largest and most dynamic foreign Chambers of Commerce in Vietnam.

The Executive Director is responsible for the overall management of AmCham Vietnam and will be based in Ho Chi Minh City. The Executive Director is responsible for overseeing the administration, programs and strategic plans of AmCham Vietnam. Other key duties include fundraising, marketing, and government and community outreach. The position is the senior managerial role in the organization and reports directly to the Board of Governors.

GENERAL RESPONSIBILITIES:

1) Board Governance: Works effectively and openly with Board of Governors in order to fulfill AmCham's mission.

- Responsible for leading the AmCham office and staff in a manner that support's the AmCham Charter and Mission as defined by the Board of Governors.
- Responsible for communicating effectively with the Board of Governors and providing, in a timely and accurate manner, all information necessary for the Board of Governors to function properly and to make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of AmCham.

- Responsible for the fiscal integrity of American Chamber of Commerce, to include submission to the Board of Governors Treasury a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising, membership, events and developing other resources necessary to support AmCham's mission.



3) Organization Mission and Strategy: Works with Board of Governors and staff to ensure that the mission is fulfilled through programs, strategic planning and Government, Business Members & Community outreach.

- Responsible for implementation of AmCham's programs that carry out AmCham's mission.
- Responsible for strategic planning implementation agreed with the Board of Governors to ensure that AmCham can successfully fulfill its Mission into the future.
- Responsible for the enhancement of AmCham's image by being active and visible in the AmCham Business community and by working closely with other professional, civic and private organizations.

4) AmCham Operations. Oversees and implements appropriate resources to ensure that the operations of AmCham is appropriate.

- Responsible effective administration of AmCham's operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization set by the Charter and Decree No.8/1988ND-CP of January 22, 1998 and Law on Organization of the Government of September 1992.

Professional Qualifications:

- Transparent and high integrity leadership
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to communicate coherently and effectively a vision of AmCham's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to AmCham's nonprofit sector
- Skills to communicate openly with and support Board of Governors members and other volunteers



- Strong written and oral communication skills
- Ability to interface and engage US government, Vietnamese government and diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with Vietnamese staff
- Strong public speaking ability

Actual Job Responsibilities:

1. Planning and operation of annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of AmCham.
3. Supporting the Chair and Vice Chairs as AmCham's primary spokespersons to the organization's constituents, the media and the public. When necessary, with the prior approval of the Chair or Vice Chairs, take primary speaking role.
4. Establish and maintain relationships with the governments of USA, and Viet Nam and various organizations throughout the state and utilize those relationships to strategically enhance AmCham's Mission.
5. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of AmCham throughout Viet Nam.
6. Supervise, collaborate with AmCham staff to maintain a good working environment.
7. Strategic planning and implementation.
8. Oversee AmCham's Board of Governors and committee meetings.
9. Oversee marketing and other communications efforts.
10. Review and approve contracts for services.
11. Other duties as assigned by the Board of Directors.