



Job Description

Please send Application Letter, CV and References to hr@idepfoundation.org

About Yayasan IDEP

Yayasan IDEP is a medium scale organization based in Bali, Indonesia, that works with communities and other stakeholders on a national scale. IDEP is an Indonesian NGO [Non Government Organization] that specializes in the development of media and practical programs that educate and empower local communities in sustainable development including disaster risk reduction, fulfilling the organization's mission of:

- **Community empowerment** - 'Help people help themselves' through providing information, demonstrations and training
- **Community resilience** – Assist communities that are vulnerable to disaster to develop resilience in a sustainable way
- **Disaster relief** - Support communities struck by disasters to attain safety and empower them through the recovery process

Since 1999, IDEP has been developing and delivering sustainable development programs for local communities and other stakeholders in Indonesia. In 2002 IDEP was directly involved in the response to the Bali Bombings, and since that time the organization has also focused on developing practical tools and local capacity for community based disaster management and risk reduction.

More details about IDEP can be found on the organization's website: www.idepfoundation.org

Job summary

IDEP's Senior Fundraise and Donor Liaisons provides donor relation & fundraising knowledge and expertise, and assists Senior Managers and RD Coordinator in the proper running of the department's and administrative and support functions.

Job Priorities

The volunteer will ensures that:

- Research on Fundraising and Program Grant opportunities are available and being followed up
- A minimum of five project proposals for donors are developed and submitted during voluntary service
- Research on volunteers and their support Organisations are identified, approached and followed up together with HR Officer and Support Department
- Ensure general publication (Newsletter, Report to Dinas Sosial) are published in IDEP publication channels (website, mailchimp list, Facebook, twitter, others)
- Supervise and give continuous support to RD staffs
- Represent RD Coordinator in Management Meeting whenever she/he is unavailable



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Ongoing responsibilities and Accountabilities include:

1. Funding Security and External Relation

The Volunteer is responsible to support RD Department coordinate identification of appropriate funding sources, and prepare a strategic plan for soliciting and securing appropriate project funding for IDEP programs and to disseminate IDEP vision and mission:

- a) Work with the Director, IDEP's Coordinators and Managers to create proposals for strategic partnerships with potential partners including donor agencies and private sectors for IDEP current and future programs
- b) Responsible to coordinate the development and implementation of creative fundraising and income generating initiatives to strengthen internal funding sources as a foundation of an autonomous organization in performing its vision and mission
- c) Responsible to ensure quality reporting to IDEP's donors and supporters the transparent accountability of the organization's programs, projects and activities
- d) Oversee the development of IDEP 'marketing collateral' to be included on IDEP website and other marketing tools about existing/future programs, financial support needs, IDEP image, summary of existing projects with appropriate references to existing donors.
- e) Represent IDEP and its programs at national and international meetings and advise on IDEP and program policy based on any lessons learned/ inputs.
- f) Keeping record of these external meetings, workshops and events and supply activity reports for the events as required
- g) Develop relevant media to support RD Department's works
- h) Develop and assure good cooperation and collaboration with key stakeholders including donors, partners, government, communities, and media. Produce and maintain a comprehensive database of these present and potential project stakeholders.
- i) Represent and develop good relationships with official authorities and other agencies, maintain IDEP Foundations positive public profile.

2. Financial and Reporting

- a) Ensure program managers understand donor mandates, guidelines for budgets and reporting, and use this information for planning, reporting and proposal development processes.
- b) Make sure that the organization meets its funding commitments and actively source ongoing funding opportunities for the Organization.
- c) Review program data and use this information effectively in donor reports and proposals.
- d) Assist with the development and review of all program submissions and reports; assure a highly professional quality of narrative and financial reporting.

3. Communications

- a) The development of 'marketing and fundraising collateral' to be distributed and included on IDEP website about planned programs and their support needs using effective and appropriate tools



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- b) Assistance with writing and editing for applications, program / project descriptions needed for the funding proposals, fundraising and marketing initiatives
- c) Developing sustainable strategies for IDEP foundation newsletters or other communications to bring IDEP and IDEP programs to the eye of the 'right' audiences and increase support for the organization.
- d) Develop, answers and following up requests for contract services, trainings and consultancies in a professional, timely and effective manner, which include:
- e) Manage and supervise communication and correspondence from IDEP clients, donors and other supporters interest in IDEP's training and consultancy services
- f) Develop IDEP In-house training annual schedule and ensure its succesful implementation
- g) Ensure effective promotion and publication of IDEP Training and Consulting service through various IDEP online media and other effective tools
- h) Manage and supervise administration process such as: preparing Terms of Reference (TOR), Consultancy contract, MOU with clients, payment processes and related administrative work to support the implementation
- i) Ensure reports from Consultants/Trainers are submitted to Client in timely manner
- j) Liaising on behalf of IDEP and its programs and projects with potential project donors, partners, media etc. as requested by the Development Coordinator
- k) Manage the development of mailing lists for public relations matters as requested by the Development Coordinator.
- l) Promote the work of IDEP Foundation through various public relation and marketing tools or media such as newspapers, magazines, online media, creative (community) events, media gathering and other effective and innovative approaches with support of IDEP Team

4. Research, evaluation and planning

- a) Become familiar with IDEP marketable products and services and potential products and services.
- b) Evaluate IDEP's capability to bring products and services to market and develop recommendations to improve this capability where needed.
- c) Determine existing markets for IDEP products and services in Indonesia.
- d) Developing sustainable strategies for IDEP foundation newsletters or other communications to bring IDEP and IDEP programs to the eye of the 'right' audiences and increase support for the organization.
- e) Participate in other program of project activities as determined by the Resource Development Coordinator.
 - Monitor international climate of donor activity and trends, which relate to IDEP activities and make appropriate recommendations to the Resource Development Coordinator.
- f) Any other lawful and reasonable duties as directed by the Resource and Development Coordinator



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5. Marketing and management

- a) Develop internal process to respond to inquiries including site visits and post-sale follow-up.
- b) Plan and carryout marketing and sales activities to market, sell, and schedule within department's capability to implement.
- c) Maintain and develop existing and new customers through strategic individual approach and liaison with implementation staff.
- d) Liaise with team and supervise on-site marketing and sales.
- e) Liase and coordinate with administration staff to receive prospect calls to ensure follows through.
- f) Develop and implement ways to improve public awareness of IDEP Foundation as a Yayasan including missions, capabilities, and programs.
- g) Maintain and regularly updates a database of contacts, sales, contractors, advertising, etc.
- h) The development of 'marketing and fundraising collateral' to be distributed and included on IDEP website about planned programs and their support needs using effective and appropriate system

6. Communications and relationships

- a) Contribute as a team member in the department and liaise with staff in other areas of IDEP and in other organizations as required
- b) Build and maintain a clear, appropriate communication and collaboration within the program and across the organization
- c) Represent IDEP and build good relationships with other organizations (including partners, government bodies, communities, and media representatives) to promote a positive public profile
- d) Maintain and develop working systems for Donor Relation & Fundraising
- e) As required, mediate disputes, and facilitate socialization and implementation of changes within the department under the direction of the Resources Development Coordinator

7. Teamwork and Leadership

- a) Provide support for staff and volunteers working on specific projects including financial and administrative tasks related to activities
- b) Assist the RD Coordinator with planning, scheduling, finances, identifying and addressing training and development needs and project management (including planning, implementation, monitoring and reporting)
- c) Manage / coordinate multiple diverse projects and activities, and identify issues and options, design new approaches / systems
- d) Establish, socialize and apply appropriate quality control principles and develop creative and innovative approaches and solutions to any problems encountered
- e) Support the RD Coordinator in the development of contracts, work plans and task lists for department staff and external advisors, as well as educational / training documents and materials



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Skills, knowledge, experience requirements

1. Minimum of Bachelor degree, Master degree preferred
2. At least five years successfully working in a similar marketing and sales capacity; preferred similar experience in a Yayasan / NGO environment or similar professional experience;
3. Excellent capacity in English and Bahasa Indonesia
4. Basic capacity with Graphic Design software Adobe Creative Suite package
5. A very high level of confidentiality and good judgment regarding the work within IDEP and all IDEP Foundation matters
6. Self-driven, results oriented, natural forward planner
7. Understand the principles of marketing and advertising cost-effectiveness including market research, features-benefits-solutions selling, cost per response, etc
8. Able to understand profit and loss calculations and basic business finance such as gross margin, cash flow, etc
9. Team player with excellent communication skills
10. Willing and able to manage a high volume of complex work independently and efficiently
11. Computer skills: email, excel, word, PowerPoint
12. Commitment to the environment & community based development and the principles as outlined in IDEP's mission and vision - www.idepfoundation.org/idep_mission.html