



## VACANCY

### Fundraising and External Relations Coordinator

**Position Title:** Fundraising and External Relations Coordinator

**Location:** Jakarta, Indonesia

**Supervisor:** Learning and Development Manager

**Starting date:** As soon as possible

**Salary rate:** Compensation will be commensurate with standard Indonesian rates

#### Background

Asia Justice and Rights (AJAR) is a non-profit organisation working to prevent and seek justice for human rights violations in the Asia Pacific region. AJAR is recognised as a centre for excellence for human rights, justice and accountability, based on solid knowledge and evidence, and supported by an international network of respected and committed human rights defenders and victims of violations. Established in 2010, AJAR's mission is to help break the cycles of mass human rights violations. Key contributors to these violations are lack of accountability, impunity, and intolerance.

AJAR's headquarters are in Jakarta, and it operates a full-time residential training centre in Bali. AJAR aspires to be a learning organisation, linking organisations across the region and beyond and sharing lessons, enabling them to become more effective promoters and defenders of human rights. AJAR has undergone a process to build its brand presence and fundraising tools and resources to ramp up its outreach, readership and acquisition efforts and, ultimately, increase its impact as an organisation. To respond to these issues, AJAR requires someone who understands the dynamics of fundraising and is able and willing to contribute to the fundraising process to support AJAR's growth. This requirement also involves a solid and up-to-date understanding of the donor landscape.

The organisation is seeking a Fundraising and External Relations Coordinator to advance the realisation of AJAR's aims and objectives. The candidate will work under the direct supervision of the Learning and Development Manager, and in close collaboration with the Policy and Development Advisor, to develop and manage long-term and proactive fundraising strategy efforts across AJAR's Asia Pacific.

#### Roles and responsibilities:

- Develop and implement a long-term fundraising strategy, with emphasis on increasing multi-year grants and unrestricted funding, as well as diversifying funding sources;
- Research donor priorities for each country program, and for the wider Asia-Pacific region; Support teams to explore funding opportunities and donor engagements;
- Lead the development of partnerships with key donors and stakeholders across AJAR's program.

#### Tasks include, but are not limited to, the following:

- Coordinate the design, development and timely submissions of concept notes and proposals, ensuring compliance with donor rules and regulations, as well as alignment with AJAR's programmatic priorities;

- Develop and manage AJAR's proposal review and approval processes;
- Maintain an accurate database of current and prospective donors, funding applications and their outcomes;
- Regularly track and share AJAR's fundraising activities and success rate with management;
- Contribute to, and enhance the quality of AJAR's donor reports;
- Create and manage a calendar of proposal deadlines and donor communications;
- Coordinate the development and implementation of online fundraising appeals and campaigns;
- Maintain external communications with key donors and stakeholders by providing regular program updates, attending meetings and representing AJAR in networking sessions;
- Provide inputs to the communication team in developing strategic communication plans to promote activities to amplify AJAR's impacts, and share its work with partners and donors; and
- Assist in any other aspects of AJAR's work as required.

### **Requirements:**

#### Personal requirements:

- Well-developed interpersonal skills, a good team player and a willingness to work with a diverse team;
- A passion for the advancement of universal human rights and the desire for a more just and equal world;
- Patience and the ability to work under pressure to tight deadlines;
- Ability to work both independently and collaboratively (with staff, volunteers and external consultants) across diverse cultures and geographic locations;
- Willingness and ability to travel; and
- Successful non-Indonesian applicants must demonstrate that they have the necessary documents to reside and work in the country.

#### Skills and experiences:

- Excellent English language skills, both spoken and written;
- A bachelor's degree in communications, international relations, public relations, international development, human rights or equivalent experience;
- At least five years of fundraising or programming experience with a focus on institutional development;
- Experience in proposal and report writing and an understanding of the donor landscape and priorities; and
- Demonstrable experience building relationships with external donors.

AJAR is committed to diversity and inclusion within its workforce. It encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds and, including persons living with disabilities, to apply to become a part of the organisation.

AJAR has a zero-tolerance policy on conduct incompatible with the organisation policy aims and objectives, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to these standards, and will therefore undergo rigorous reference and background checks.

**Application requirements:** Please send your letter of intent (including preferred starting date), resumé, and English writing sample (preferably a project proposal) to [contact@asia-ajar.org](mailto:contact@asia-ajar.org). This position will remain open until filled.