

POSITION: Project Fundraiser, PBI Indonesia Project

DURATION AND HOURS; 40 hours/week

DEADLINE FOR APPLICATIONS: 15 November 2009

STARTING DATE: January 1, 2010

LOCATION: Project Coordination Office based in Indonesia and currently located in Yogyakarta. A position outside of Indonesia may be considered but priority will be given to applicants available to work within Indonesia,

BACKGROUND

Peace Brigades International (PBI) is a grassroots, non-partisan human rights organisation dedicated to the non-violent transformation of conflicts. Upon request, the PBI Indonesia Project (IP) sends teams of international volunteers to Indonesian conflict zones where they provide protective accompaniment to local human rights defenders threatened by political violence and repression. For more information see www.pbi-indonesia.org <<http://www.pbi-indonesia.org>>

RESPONSIBILITIES

The Fundraising Coordinator will take responsibility for the fundraising needs of the IP. The person will work with the International IP structures including Country Groups and other fundraisers to raise the necessary funding for the IP. Level of funding per year is approximately USD\$650.000-\$850.000. The fundraiser will also work with the committee structure of the IP and with other staff as regards fundraising planning and implementation and take operative decisions to develop and implement the decisions taken by the PC in the area of fundraising

TASKS

Priority

- Fundraise for PBI IP including the design and implementation of an ongoing yearly and three yearly fundraising strategies.
- Search for new fundraising sources for the Project
- Prepare materials necessary to carry out the fundraising strategy (proposal for the funding entities, financial and narrative reports, etc), assuring that these and other materials (such as financial reports and external audits) are received by the pertinent individuals and entities
- Coordinate the presentation of proposals to the different funding agencies, aided by the representatives of PBI country and regional groups, the IP finance coordinator and committee.
- Assist the Finance Coordinator with the annual budget and the annual funding plan.
- Assure, with the Finance Coordinator, the flow of funds within the project
- Ensure the finance reports from the Finance Coordinator are what donor requires.
- Prepare necessary correspondence for the donor base within and outside Indonesia.
- Participation in the PC meetings and keep the Project updated about funding.
- Attend yearly F2F in Indonesia and create a report for the PC and the Executive Committee before each F2F, which should include the fundraising projections for the following year.
- Attend PBI Fundraisers Meetings.
- Ensure that earmarked funds are used appropriately.
- Prepare/organise (in co-operation with others) written and visual material to support the fundraising strategy, including material for web site.
- Maintain the contingency fund

Miscellaneous Tasks

- In coordination with the Project Coordinator, carry out PR management
- Facilitate the communication between the project and the Country Groups with regards to Fundraising.
- Conference Calls, emails, phone calls, and skype chats with Project Coordinator, and Finance Coordinator..
- Report reading and writing – monthly and quarterly reports to the Project, narrative reports, funding reports.
- Administration: filing, letter writing to donors

PERSON SPECIFICATION

Essential:

Knowledge and experience

- Relevant practical experience in the area of fundraising
- Knowledge, understanding of and commitment to Peace Brigades International and its principles
- Awareness of funding sources and funding networks relevant to the work of PBI IP.
- Excellent understanding of consensus and non-hierarchical principles

Skills

- Ability to work flexible under pressure and cope with a wide range of demands
- Strong interpersonal and non-violent communication skills
- Excellent and creative problem solving skills
- Ability to work with culturally diverse groups and empathise with international volunteers working in Indonesia.

Desirable:

- A relevant tertiary qualification
- Knowledge of Indonesia, especially with regard to politics and human rights
- Ability to communicate in Bahasa Indonesia
- Experience of working or volunteering abroad

COMPENSATION

Salary 8.745 Million Rupiah (IDR) per month

Health insurance,

4 weeks holidays per annum, pro rata

TO APPLY:

See the attached application form. We will only consider applications that contain all of the information we require.

PBI Indonesia Project Application form
Project Fundraiser

Date of Application

Where did you find out about this vacancy?

PERSONAL INFORMATION

Name (as it appears in your passport)

Name (you wish to be called)

Current Address

Telephone number(s) Include country code

Email Address(es)

Date of Birth (Day, Month, Year)

HEALTH INFORMATION

List serious illnesses/injuries during the past two years

Describe conditions that we should be aware of regarding your physical and psychological health

RELEVANT EXPERIENCE AND KNOWLEDGE

You may submit a CV or resume rather than completing this section.

EDUCATIONAL EXPERIENCE List the studies you have undergone

Date(s) Area of Study Level Achieved Institution/Location

WORK EXPERIENCE List your jobs beginning with the most recent. Include voluntary positions and military/alternative service.

Date(s) Position Responsibilities Organization/Location

REFEREES

Your application must include contact details for two people who have known you in a professional or academic capacity for at least one year. Relatives cannot serve as referees.

Name Email Address Telephone Number (include country/area code) Relationship to you

PERSONAL STATEMENT

Please explain in the space below, in no more than 1000 words, how you meet the person specification in the job advertisement. Please write a short paragraph about each point in the person specification and provide clear, practical examples. Please provide specific details of your fundraising experience, including amounts raised, for what purposes and from what sources.

EXAMPLES OF PREVIOUS WORK

Please also attach an example of:

- a successful proposal you have written,
- a report to a funder.

You may remove any confidential or sensitive information from these two documents if appropriate.

Your application will be considered when we receive:

- This application form
- Your C.V./ resume
- Personal statement
- Example of a successful funding proposal
- Example of a report to a funder

Submit your application materials to:

E-Mail: recruiting@pbi-indonesia.org <mailto:recruiting%40pbi-indonesia.org> If you are unable to submit the materials by email, please contact us for our mailing address or fax number.