

Konservasi Indonesia is a national foundation established to support sustainable development in the country. We are the main partner of Conservation International in Indonesia. For more information, please visit: www.konservasi-id.org

We envision a healthy and prosperous Indonesia where biodiversity is valued and preserved. With offices and project sites across Indonesia, we promote a sustainable landscape-seascape approach and establish partnerships with multiple stakeholders across sectors and jurisdictions to deliver lasting impacts for people and nature in Indonesia.

As we are constantly expanding, we are currently hiring to fill the following position for our office in **Jakarta**:

Fundraising Project Assistant

(Code: FPA)

The Fundraising Project Assistant provides day-to-day administrative and coordination support to the Partnership/Fundraising team across business and individual fundraising streams. The primary objective of this role is to help the team deliver the clerical and “desk job” requirements of the partnership process—preparing proposals and presentation decks (including layout/design), managing correspondence, arranging meetings, conducting follow-up calls, and maintaining accurate documentation and trackers.

Working closely with the B2B Manager, B2C Coordinator, and internal teams (Program, Finance, Operations, and Communications), this role supports the preparation of partner-facing materials and ensures timely coordination of internal inputs. The Project Assistant helps keep proposals, decks, meeting notes, approvals, and required documents organized so the fundraising leads can focus on relationship-building and program delivery.

KEY RESPONSIBILITIES

1. Proposal, Deck, and Document Support:

- Collect required inputs (program information, budgets, impact highlights, photos) from internal teams and organize them for proposal and presentation preparation.
- Prepare, format, and proofread partnership proposals, concept notes, and pitch decks for B2B partners based on direction from the fundraising leads.
- Support preparation of B2C materials (e.g., “Kawan Konservasi” program decks and updates), ensuring clear messaging and a neat, consistent visual layout.
- Ensure bilingual materials follow the latest KI branding/templates; check consistency of facts, formatting, and slide design before submission to partners.

2. Correspondence, Scheduling, and Coordination:

- Draft and manage routine correspondence with partners and internal teams (emails/letters), including document requests, confirmations, and follow-ups.
- Arrange meetings (internal and external): coordinate schedules, send invitations, prepare agendas/materials, and capture simple minutes and action items when required.
- Provide event logistics support for partnership activities (e.g., partner visits, launches, donor gatherings): coordinate venue/meeting room, vendors/catering, attendee list and RSVPs, printed materials/signage, and day-of coordination as requested; support related administrative processes such as purchase requests/PO initiation (where applicable) and reimbursement documentation.
- Support the partnership process by doing follow-up calls/reminders, tracking pending inputs/approvals, and coordinating with Program/Finance/Ops/Comms to meet proposal and reporting deadlines.

3. Tracking, Filing, and Basic Reporting:

- Update and maintain trackers/CRM records (partner contacts, interaction logs, proposal stages, and document versions) with accurate and timely data entry.
- Maintain an organized digital filing system for proposals, decks, MOUs/agreements, photos, and reports (including version control) so materials can be quickly retrieved.

- Support routine internal reporting by compiling information from trackers (e.g., pipeline status, submission timelines, basic summaries) for the fundraising leads and management.

ADDITIONAL RESPONSIBILITIES

- Assist in reviewing and provide information for technical reports, assessments, policy briefs, communication materials, and other project documents prepared by KI staff, local partners, consultants, and other external stakeholders to ensure quality, accuracy, and alignment with project objectives and organizational standards.
- Assist in the identification, development, and dissemination of tools, methodologies, guidance materials, and knowledge products that strengthen partner capacity and support KI's policy, science, conservation, and program development priorities.
- Carry out other duties and responsibilities as assigned by the supervisor to support the effective implementation of KI's marine conservation, blue carbon, and sustainable coastal management programs.

QUALIFICATIONS

Required (*critical to successful job performance. Applicants not meeting required skills may not be hired*)

- Bachelor's degree in Business Administration, Communications, Marketing, or a related field.
- Minimum 1 year of experience in an administrative/support role, project assistance, or office coordination (NGO, corporate, or similar).
- Strong writing and editing skills in both Bahasa Indonesia and English.
- Highly proficient in Microsoft Office (especially PowerPoint and Excel) and Canva or similar design tools for deck preparation.
- Strong organizational and coordination skills, with the ability to manage multiple deadlines and work with different internal stakeholders.
- High level of attention to detail—the type of person who catches typos and formatting errors before a proposal is sent to a client.

ADDITIONAL QUALIFICATIONS

List additional required or preferred qualifications specific to the position.

- Experience with computer software including MS Office, presentation software (PowerPoint), geographic information systems, database, and spreadsheet programs
- Experience in project management, budgeting, and associated guidelines; and
- Experience working with Indigenous communities and organizations

WORKING CONDITIONS

- Work is performed in a typical office environment in Jakarta office.
- Primarily a "desk-based" role, though occasional support at events or meetings may be required.

Please send your current resume and cover letter (no more than 4 pages) to:

indonesia.hrd@konservasi-id.org

Please fill the "subject" column of the e-mail with this format:

< FPA > - < your name >

Closing date for the application is **July 31, 2026**

(Only short-listed candidates will be notified).