

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 Coordinator

(Code: FC)

The Fundraising Coordinator is responsible for supporting the growth, management, and retention of Konservasi Indonesia's fundraising portfolio across both institutional (B2B) and individual (B2C) segments. The role contributes to building sustainable revenue streams through prospecting, relationship management, donor stewardship, and the delivery of high-quality engagement activities and campaigns.

This is a proactive role that combines acquisition and relationship management. The coordinator supports the identification and cultivation of new donors/partners through targeted outreach, events, activations, and collaboration opportunities. This position will support ongoing engagement to strengthen donor/partner relationships through timely communications, coordinated touchpoints, and relevant updates on program impact.

This role represents the organization externally, working with Directors and Managers of Konservasi Indonesia to develop and maintain strong relationships with prospects and existing stakeholders. The role also coordinates with Conservation International's regional and global fundraising teams to align approaches, share leads and opportunities, and amplify the exposure of Konservasi Indonesia's fundraising efforts.

KEY RESPONSIBILITIES

1. Prospecting & Pipeline Development

- Identify, qualify, and maintain a pipeline of prospective partners/donors through research, referrals, events, inbound leads, and proactive outreach.
- Support the design and execution of acquisition initiatives (e.g., corporate outreach, campaigns, community activations, and public events) aligned with KI's fundraising strategy.
- Track outreach and engagement activities, ensuring accurate documentation of contacts, next steps, and conversion progress.

2. Relationship Management & Stewardship

- Support cultivation and stewardship of assigned accounts (companies, foundations, communities, or individual donors), ensuring consistent and timely follow-up.
- Coordinate engagement touchpoints such as meetings, calls, briefings, events, field visits, and community sessions in collaboration with internal stakeholders.
- Prepare and share donor/partner communications and materials (e.g., updates, thank-you notes, presentations, talking points) to strengthen trust and long-term commitment.

3. Proposal/Offer Support & Impact Reporting

- Support the preparation of proposals, concept notes, partnership offers, and supporting documents by gathering inputs, coordinating reviews, and ensuring deadlines are met.
- Coordinate donor/partner reporting and impact updates with program teams, ensuring accuracy, consistency, and adherence to agreed formats and timelines.
- Support documentation of fundraising results, lessons learned, and success stories for internal alignment and external communications.

4. Campaigns, Events & Cross-team Coordination

- Collaborate with Communications and relevant teams to support fundraising campaigns, outreach content, and promotional activities across appropriate channels.
- Support planning and execution of fundraising events/activations (including logistics, vendor coordination, participant management, and on-site support as needed).
- Monitor and summarize performance indicators (e.g., leads generated, conversion, retention, revenue) and provide regular updates to the supervisor/team.

QUALIFICATIONS

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

- **Bachelor's degree** in Marketing, Communications, Business, or a related field.
- **Minimum 5 years** of experience in fundraising, partnership development, sales, or related roles. Preferably have some experience in generating leads from LinkedIn, events, own networks
- **Proven experience in event coordination and stakeholder engagement**, with the ability to communicate KI's mission effectively to diverse audiences.
- **Strong interpersonal skills** and the ability to engage comfortably with both general public audiences and HNWIs.
- **Entrepreneurial mindset**, with the ability to think creatively about how to find and "capture" new donor segments.
- **Excellent command of Bahasa Indonesia and English**, with the ability to write warm and persuasive copy.
- **Fast learner** who can digest conservation initiatives/programmatic concepts/approach.
- Ability to simplify complex ideas into simple language, especially scientific findings, approach, or innovation in conservation, and effectively present information to public/individual donors.

WORKING CONDITIONS

- Typical office environment in Jakarta.
- Requires frequent attendance at weekend and evening events to manage booths and acquisition activities.
- Occasional travel to project sites to host donor field visits.

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:

< FC > - < your name >

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

(Only short-listed candidates will be notified).