### Term of Reference
**Resource Mobilization Officer for Indonesia**
*(PKWT Modality - Bogor Based)*

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<th>ROLE</th>
<th>Resource Mobilization Officer for Indonesia</th>
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### Overall Purpose of the Position:
To initiate and coordinate the raising of unrestricted funds from individuals and corporations for Samdhana Institute primarily and initially in Indonesia,

1. Raise the funds as specified in the annual target from the target donors identified
2. Comply with institutional requirements for Samdhana’s fundraising completed and permits secured as necessary
3. Deliver on goals and targets set during the planning

### REPORTS TO
1. Head of Resource Mobilization and;
2. Director for Indonesia Operations

### Responsibilities:

#### Specific purposes:

1. Supports the design of action plans and budget related to res mob
2. Coordinates with the fundraising team (for corporates and individuals) the development and planning, execution of the pilot schemes for individual giving.
3. Work with the lead resource mobilization consultant in the development of the overall fundraising plan, coordination of implementation and monitoring of results of the fundraising actions;
4. Provide back-end support to ensure the effective and efficient implementation of fundraising activities as needed;
5. Conduct actual fundraising actions from Individuals and Corporations as per the plan developed.

#### Specific Tasks:

**Planning and Coordination:**
- Provide support in the development of an overall fundraising plan, coordinate its execution, manage monitor and evaluate
- Develop own plan on individual giving and provide support to the fundraising team on the development of their own giving plan as needed
- Ensure staff and other internal stakeholders are aware, and motivated to participate and fundraise for the organization
- Brief staff on fundraising plans, materials and tactics as needed.
- Coordinate the execution of the events, campaigns, and activities
- Coordinate the effective and efficient delivery of suppliers, service providers, etc.
- Schedule and prepare for meetings and presentations
Resource Mobilization Materials

- Collaborate with the Communications Team
- Provide input to create relevant information and collaterals to aid in fundraising
- Ensure quality production of fundraising collaterals for various media [including digital media] and audiences including but not exclusive to
  - Letters, solicitation, proposals, requests, emails, presentations, for prospects and donors
  - Develop quality content for press releases, feature stories and storyboards, scripts, for videos
- Work with the communications team to ensure Samdhana’s external materials are aligned with FR Communications
- Ensure documentation of learnings from campaigns, activities, etc.

Fundraising
1. Coordinate so that Samdhana staff and others can make presentations to prospects individually and corporates
2. Make calls and presentations to prospects and corporations to in support of campaigns
- Assist in motivating internal champions of fundraising
- Networking with individuals for purposes to fundraising
- Representing Samdhana Institute in meetings when appropriate and assigned.
- Prepare own prospect list for fundraising and support others in the development of their own prospect list

Research and Record Keeping
- Creates and manages a database of prospects, donors, and other relevant information for resource mobilization as needed.
- Regularly undertake prospect research for individuals and corporations/companies
- Keep prospects and donor files up to date [database]
- Research case studies, successful methodologies that may be adaptable for Samdhana’s purposes

Monitoring and Evaluation
- Monitor effectiveness of collaterals, communication materials and tools
- Generate regular updates and reports re Individual Giving for management
- Provide support in the process of evaluation
- Ensure documentation of learnings from campaigns, activities, etc.

Administration and Logistics
Provide admin and human resources support as needed in the implementation of the fundraising or resource mobilization plan.

Working Relationships:
Internal : Fundraising Team and Communication Team

External : Partners, vendors, donors, prospects, corporate / business professionals, suppliers
Qualifications:

**Education and Experiences:**
1. Graduate of Marketing/Communications/Psychology/Business Course or any other relevant courses.
2. At least three to five years’ experience in direct sales or marketing or fundraising or resource mobilization for a not-for-profit organization.
3. Have been able to raise funds or sold products amounting to at least USD10000 or its equivalent in local currency.

**Knowledge and Skills:**
1. Has demonstrated experience in planning and organizing for marketing, fundraising, resource mobilization and donor engagement.
2. Has demonstrated capacity for developing and maintaining a network of contacts with potential donors and partners.
3. Has experience in organizing an event, project and leading a team.
4. Has experience in presentation and public speaking.
5. Can motivate others.
6. Excellent verbal and written communication skills in English and Bahasa Indonesia.

**Working Attitudes and Habits:**
1. Behavior consistent with the values of Samdhana Institute.
2. Able to work in a tight schedule, high-pressure working environment.
3. Able to work in a team or independently with minimum supervision.
4. Self-motivated and able to follow through to the end of assignments while meeting goals and deadlines.
5. Can work effectively under pressure and has a positive attitude.

**Application procedures**
- Only shortlisted candidates will be contacted.
- Interested and qualified candidates are invited to send a letter of interest highlighting their suitability for and potential contribution to the position, a detailed CV, and contact details for three referees to hrd@samdhana.org at the latest on 1 November 2023.

Please indicate the position in the email subject line and type your cv title in the following format: (Name)_(Position)