

Job description

Job title:

Grant and Fundraising Officer

Working hours:

40 hours per week

Introduction YPI

Yayasan Penyu Indonesia (YPI) is a non-profit organization committed to protecting sea turtles and their habitats through collaborative efforts with local communities. Established in 2018 as part of the international Turtle Foundation network, YPI manages all Turtle Foundation programs in Indonesia. The Turtle Foundation has been actively working in Indonesia since 2000, focusing on marine conservation in partnership with local stakeholders.

YPI operates conservation projects across four key locations:

- East Kalimantan (Berau Regency): Protecting green turtle nesting sites on Mataha and Bilang-Bilangan Islands.
- West Sumatra (Mentawai Regency): Safeguarding leatherback turtle nests on Buggeisiata Beach, Sipora Island.
- Aceh (Simeulue Regency): Conserving multiple sea turtle species on Salaut Besar Island and Along Beach in partnership with Yayasan Ecosystem Impact.
- North Sumatra (South Nias Regency): Monitoring new leatherback turtle nesting sites on Moale Beach, Nias Island.

YPI's work includes patrolling nesting beaches, collecting vital conservation data, running educational programs, empowering local communities, and addressing threats like illegal hawksbill turtle shell trade through awareness campaigns.

Our mission is to ensure a sustainable future for sea turtles and their habitats by fostering community-driven conservation initiatives across Indonesia.

Tasks:

1. **Market Research:** Identify funding opportunities, particularly in Asia and Australia, and search for relevant calls for proposals.
2. **Collaboration:** Work closely with the Turtle Foundation's international fundraising team.
3. **Grant Management:**
 - Prepare project descriptions and write funding applications primarily in English, ensuring deadlines are met.
 - Maintain ongoing donor communication, including thank-you calls, personalized letters, project updates, and regular exchanges.
 - Fulfill reporting requirements for all donors by preparing interim and final reports primarily in English, adhering to deadlines.
4. **CSR partnerships:** Acquire and maintain corporate partners
5. **Private Donor Acquisition:** Develop strategies to attract and retain private donors. **Please note: this does not include face-to-face fundraising.**
6. **Networking:** Represent YPI at events and conferences to build strategic connections
7. **Evaluation:** Analyze fundraising efforts and present findings during team and annual meetings.



Requirements

- A university degree.
- Minimum of 3 years of relevant professional experience, particularly in acquiring and managing international donors.
- Proven expertise in grant writing and reporting within the non-profit sector.
- Excellent written and verbal communication skills in English and Bahasa Indonesia.
- Entrepreneurial mindset with strong analytical skills and understanding of CSR partnerships.
- Independent, goal-oriented work style with effective time management and a proactive attitude.
- Willingness to take responsibility and contribute innovative ideas.
- Strong intercultural skills and ability to collaborate in a multinational team.
- Passion for conservation and environmental sustainability.
- Proficiency in standard MS Office applications.

What We Offer:

- A dynamic role in a conservation organization based in Sanur, Bali.
- Opportunity to contribute to the growth and success of Yayasan Penyu Indonesia.
- A dedicated, supportive team environment.
- A fair and competitive salary.

If you are excited about this opportunity, please send your application, including two references, your salary expectations, and your earliest possible starting date, to recruitment@yayasanpenyu.org by **5 January 2025**. Feel free to include work samples or examples of reports you've prepared.