



KEMITRAAN for Governance Reform in Indonesia

I. Post Information

Post Title : Partnership and Business Development Specialist – Foundations and Private Sector
Classified Grade : TBA
Supervisor : Executive Director or other designated Director/Lead.
Type of assignment : Full time, office-based (with the potential of hybrid in 2027)
Location : Jakarta

II. Background

For over 26 years, KEMITRAAN has played a central role in advancing Indonesia's governance agenda, working with government and non-government actors at both national and subnational levels. To achieve this, the organization engages in capacity building, policy advocacy, and research, while implementing innovative programs and projects that drive systemic change.

While maintaining its existing collaborations with bilateral and multilateral donors, KEMITRAAN is now seeking to expand its impact and sustainability through strategic partnerships with philanthropic foundations, corporate entities, impact investors, industry associations, and other private-sector stakeholders. To strengthen resource mobilization and create mutually beneficial collaborations, the organization seeks a Partnership and Business Development Specialist to lead partnership development, donor engagement, and business development efforts.

III. Key Results Expected

The Specialist is expected to deliver the following:

- Expansion of the organization's network of foundation and private-sector partners and the organization's strengthened positioning and visibility among philanthropic and corporate stakeholders.
- Development and implementation of a partnership and resource mobilization strategy.

- Identification of funding opportunities and strategic collaborations.
- Grants, partnership agreements, service contracts, and other forms of collaborations and businesses.
- Sustainable, long-term relationships that create shared value for both the organization and its partners.

IV. Scope of Work

A. Partnership Strategy Development

- Conduct a landscape analysis of foundations, corporate donors, CSR programs, ESG initiatives, family offices, impact investment opportunities, and other private sector needs in addressing challenges and enhancing its performance in governance-related areas.
- Map potential partners based on strategic fit, funding priorities, and partnership potential.
- Develop a partnership and business development strategy aligned with organizational priorities.
- Establish annual partnership targets, engagement plans, and performance indicators.

B. Prospect Identification, Pipeline Management, Knowledge Management, and Reporting

- Develop and maintain a partnership pipeline and CRM database.
- Identify prospective foundations, corporations, and strategic partners.
- Conduct due diligence and partner assessments.
- Prioritize opportunities based on funding potential, strategic value, and likelihood of success.
- Maintain records of partnership activities and funding opportunities.
- Track partnership performance and revenue generation.
- Prepare monthly and quarterly progress reports.
- Provide market intelligence and trends related to philanthropy, CSR, ESG, and impact investing.

C. Resource Mobilization and Proposal Development

- Monitor grant opportunities, calls for proposals, and partnership and business opportunities from foundations and private sector.
- Lead the preparation of concept notes, proposals, pitch decks, partnership packages, and funding applications.
- Coordinate with technical teams to develop high-quality project designs and budgets.
- Support negotiations regarding funding/business arrangements and terms.

D. Relationship Management

- Build and maintain relationships with foundation representatives, corporate executives, CSR managers, sustainability teams, and philanthropic networks.
- Organize partnership meetings, presentations, and engagement events.
- Represent the organization at conferences, forums, and networking events.
- Develop partner stewardship plans to strengthen retention and long-term engagement.

E. Strategic Partnership Development

- Design partnership models that create shared value for both the organization and partners.
- Explore opportunities for:
 - Corporate social responsibility (CSR) partnerships
 - ESG and sustainability collaborations
 - Cause-related marketing initiatives
 - Strategic alliances and co-created programs
 - Social innovation partnerships
 - In-kind contributions and technical support
 - Strategic service provision on governance-related topics
- Negotiate partnership agreements and memoranda of understanding (MOUs).

V. Competencies

Corporate Competencies:

- ❑ Demonstrates integrity by modeling KEMITRAAN’s values and ethical standards
- ❑ Promotes the vision, mission, and strategic goals of KEMITRAAN
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- ❑ Treats all people fairly without favoritism

Functional Competencies:

Knowledge Management and Learning

- ❑ Promotes knowledge management and a learning environment in the office through leadership and personal example
- ❑ In-depth practical knowledge of inter-disciplinary governance development issues and especially on the areas of operations
- ❑ Actively works towards continuing personal learning and development, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- ❑ Ability to lead strategic planning, results-based management and reporting
- ❑ Ability to lead formulation and monitoring of projects
- ❑ Solid knowledge in financial resources and human resources management, contract, assets and procurement, information and communication technology, general administration
- ❑ Ability to lead business processes re-engineering, implementation of new systems (business side), and affect staff behavioral/ attitudinal change

Management and Leadership

- ❑ Builds strong relationships with clients, focuses on impact and result for the client, responds positively to feedback and encourages team work
- ❑ Consistently approaches work with energy and a positive, constructive attitude
- ❑ Demonstrates openness to change and ability to manage complexities
- ❑ Ability to lead effectively, mentoring as well as conflict resolution skills
- ❑ Demonstrates strong verbal and written communication skills
- ❑ Remains calm, in control and good humored even under pressure
- ❑ Proven networking, team-building, organizational and communication skills

VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • Bachelor’s degree in any discipline. Master’s degree is desirable.
Qualifications:	<ul style="list-style-type: none"> • Minimum 7–10 years of experience in partnership development, fundraising, business development, donor relations, or resource mobilization. • Demonstrated experience working with foundations, corporate donors, and private-sector stakeholders.

	<ul style="list-style-type: none"> • Proven track record of securing grants, sponsorships, or partnership agreements. • Experience in nonprofit, development, sustainability, or social impact sectors. • Experience developing strategic partnerships involving multiple stakeholders.
Technical skills	<ul style="list-style-type: none"> • Grant writing and proposal development. • Partnership negotiation. • Business development and sales pipeline management. • Stakeholder engagement. • Strategic planning. • Budget development and financial analysis. • CRM and donor management systems. • Project management, including logical framework and monitoring/reporting.
Non-technical skills	<ul style="list-style-type: none"> • Strategic thinking. • Relationship building and networking. • Communication and presentation skills. • Negotiation and influencing skills. • Results orientation. • Cross-sector collaboration. • Entrepreneurial mindset.
Language requirements:	Full fluency in English and Bahasa Indonesia.

