

I. Position Information

Job Title:	Fundraising Officer
Reports to:	Secretary – General ILUNI FISIP UI Secretariat
Location:	Jakarta/Depok, Indonesia

Contract Modality: Full-time/Part-time
 Contract Duration: 12 months

II. Background and Organizational Context

ILUNI FISIP UI is the official alumni association for graduates of the **Faculty of Social and Political Sciences (FISIP)** at **Universitas Indonesia (UI)**. It serves as a platform to **connect, support, and empower alumni** across different departments and generations. Initially the members include all graduates from Diploma III, and Administration Studies. However, in 2008, all vocational studies (including all Diploma III studies of FISIP) were centralized under Vocational Education Program. Following the vocation studies, Administration studies were also separated from FISIP in 2015.

After the two separations, after 2015, ILUNI FISIP UI brings together alumni from departments such as: Communication Science, Political Science, International Relations, Sociology, Anthropology, Criminology, and Social Welfare. As of date, ILUNI FISIP UI has an over 8,000 registered graduates, including those graduated from Diploma III and Administration studies prior to the year of separation.

III. Position Purpose

The Fundraising Officer is responsible for planning, coordinating, and implementing fundraising strategies and campaigns to engage alumni and secure financial support for the association's initiatives. This includes annual giving, major gifts, sponsorships, and fundraising events.

IV. Key Duties and Accountabilities

Under the overall guidance and direction of the Treasurer, and Chief of Revenue Management, and under the supervision by the Secretary– General for day-to-day management, the Fundraising Officer responsibilities will include the following main functions

1. Fundraising Strategy and Campaigns

- Design and execute comprehensive fundraising strategies (annual campaigns, capital campaigns, digital giving).
- Set fundraising targets and monitor performance metrics.
- Develop fundraising calendars aligned with alumni events, milestones, or institutional needs.

2. Donor Engagement and Stewardship

- Identify, cultivate, and maintain relationships with alumni donors, corporate sponsors, and philanthropic partners.
- Conduct outreach via calls, emails, personal meetings, and recognition programs.
- Ensure timely acknowledgment of donations and maintain a strong donor stewardship process.

3. Data Management and Reporting

- Maintain accurate donor records and giving histories in a CRM/database.
- Analyze fundraising trends and donor engagement data.
- Generate reports for the board and stakeholders on fundraising progress and outcomes.

4. The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Association.

Supervisory/Managerial Responsibilities: N/A

V. Requirements:
Education

- Fisip UI graduate (any major)

Experience, Knowledge, and Skills

- Minimum two (2) years of experience in crowdfunding, and/or fundraising (especially in a non-profit or alumni setting).
- Strong relationship-building, communication, and negotiation skills.
- Ability to manage multiple projects and deadlines simultaneously.
- Fluency in English

VI. Remuneration

The selected candidate will receive basic salary + incentive which is a percentage of the amount of funds generated per month.

VII. How to Apply

Employees of ILUNI FISIP UI Secretariat are expected at all times to uphold the highest standards of integrity, professionalism and respect for diversity, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for jobs at ILUNI FISIP UI. All applications must be submitted through: **admin@ilunifisipui.com** before **31 July 2025**. **Only shortlisted candidates will be invited to the next stage.**