

## I. Position Information

Job Title:	<b>Secretary – General</b>
Reports to:	<b>ILUNI FISIP UI Leadership (Chairperson, Deputies Chairperson)</b>
Location:	<b>Jakarta/Depok, Indonesia</b>

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 Secretary – General (SecGen) of ILUNI FISIP UI exists to **foster lasting relationships** between the alumni, the institution and FISIP UI students, **generates funds for the association, support professional networking, promote lifelong engagement**, and contribute to the institution's growth and reputation.

The SecGen is responsible for managing the overall administrative operations of the Alumni Association, ensuring effective communication across all stakeholders, and supporting the implementation of programs and policies. This role acts as a central coordinator among the board, members, committees, and external partners. The SecGen also play pivotal role in managing both organizational operations and revenue-related functions. This includes overseeing fundraising strategies, income-generating programs, and financial compliance—while ensuring smooth communication and execution of alumni activities.

## IV. Key Duties and Accountabilities

Under the overall guidance and direction of the ILUNI FISIP UI Chairperson, and under the supervision by the Deputy Chairpersons for crosscutting matters related to quality fund design and administration, the SecGen responsibilities will include the following main functions

### 1. Administrative & Organizational Management

- Manage day-to-day operations, including correspondence, documentation, and communication.
- Organize and document meetings, including preparing agendas and minutes.
- Maintain updated records, including alumni databases, partnership agreements, and project files.

### 2. Revenue Strategy and Fundraising

- Develop and execute strategic plans to generate sustainable income for the association.
- Oversee fundraising campaigns (e.g., alumni giving programs, endowments, sponsorships).
- Identify and build partnerships with potential donors, corporate sponsors, and grant providers.

### 3. Financial Oversight and Budgeting

- Collaborate with the Treasurer to draft annual budgets and financial forecasts.
- Monitor income from events, merchandise, donations, and other revenue streams.
- Ensure financial transparency, regular reporting, and compliance with policies

<b>4. Event and Programme Coordination</b>
<ul style="list-style-type: none"> <li>• Support revenue-generating events (galas, reunions, webinars, merchandise sales).</li> <li>• Work with committees to ensure smooth execution and financial viability of events.</li> <li>• Track and evaluate ROI of events and programs to refine future planning.</li> </ul>
<b>5. Stakeholder Engagement and Communication</b>
<ul style="list-style-type: none"> <li>• Act as the communication bridge between the board, members, donors, and institutional partners.</li> <li>• Develop compelling communication materials for fundraising, sponsorship, and donor engagement.</li> <li>• Strengthen relationships with alumni to increase engagement and contribution rates.</li> </ul>
<b>6. The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Association.</b>
Supervisory/Managerial Responsibilities: <ol style="list-style-type: none"> <li>1. Fundraising Officers (part-time)</li> <li>2. Communication Specialist (full-time)</li> <li>3. Admin/Finance Officer (full-time)</li> </ol>

<b>V. Requirements:</b>
<b>Education</b>
- Fisip UI graduate (any major)
<b>Experience, Knowledge, and Skills</b>
<ul style="list-style-type: none"> <li>• Minimum five (5) years of experience in fundraising, donor relations, or revenue-generating activities (especially in a non-profit or alumni setting).</li> <li>• Strong organizational and leadership skills.</li> <li>• Excellent communication skills, both written and verbal.</li> <li>• Integrity, attention to detail, and a results-driven mindset.</li> <li>• Fluency in English</li> </ul>

<b>VI. Remuneration</b>
The selected candidate will receive basic salary + incentive which is a percentage of the amount of funds generated per month.

<b>VII. How to Apply</b>
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: <b>admin@ilunifisipui.com</b> before <b>31 July 2025</b> . <b>Only shortlisted candidates will be invited to the next stage.</b>