

Job Description



Job Title: Marcom Officer	Report To: TBD
Job Family: Program	Status: PKWT
Location: Medan	Prepared/Revised: 3 Juni 2015

FH Culture

All we do, and how we do it, seek to promote God's beauty, goodness, and truth in a broken world. As such, we are defined by our ability to make people's lives measurably better; our ability to deliver impact is the measure of our collective success. For we know that we are God's handiwork, created in Christ Jesus to do good works, which God has already prepared in advance for us to do. At Food for the Hungry, we operate under a set of values called Heartbeat Values.

Values, Vision and Purpose

At Food for the Hungry, we operate under a set of guiding principles we call "The Heartbeat." This includes our Values, Vision, and Purpose, which serve as the explanation of who we are and how we work as an organization. Together we follow God's call responding to human suffering and graduating communities from extreme poverty.

Job Summary

Position Purpose

This position will primarily focus on supporting the donor/stakeholder engagement in the country to foster positioning for grant acquisition and grant management (from submission to close out).

At the operational level the position will provide strong and reliable support for Partnership & Resource Development Manager and Program Director for identifying new business opportunities that can advance FH strategic priorities in Indonesia, maintaining and building relationships with potential and active donors and key stakeholders. The officer will be responsible to develop marketing and communication materials for expanding the network and partnership with other organizations. Marcom Officer will coordinate efforts at the country level to effectively develop and timely submit projects/programs reports. The role requires strong customer service skills, as it is responsible for coordinating work and communicating with external and internal organizations.

Principal Responsibilities

*Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Key Result #1: Grant Acquisition Support

1. Monitor grants and partnership opportunities and provide analysis and recommendation to SLT for Go/No Go decision.
2. Working with the grants unit of the global service center (GSC) in the area of grants acquisition and management
3. Prepare and maintain accurate documentation and records of all approvals and other administrative processes required by internal and external stakeholders for business development.
4. Study the requirement for the proposal submission and ensure the completion of all requirement
5. Initiate and coordinate concept note and proposal writing process with GSC, and act as the key point staff to monitor the progress of the proposal writing in FH Indonesia country office

Key Result #2: Donor and Stakeholder engagement

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- 1 .Manage institutional engagement of the organization with external parties to strengthen FH positioning as a trusted partner (this may include to be the organizational point of contact and manage internal coordination for ensuring appropriate FH representation)
 - 2 .Identify and engage with new partners/donor leads for the organization. Act as link between FH Indonesia and external stakeholders to ensure they take more interest in FH Indonesia programs rendered by the organization.
 - 3 .Respond to inquiries made by donors or partners about FH Indonesia projects or programs in a timely and friendly manner.
 - 4 .Develop system and coordinate efforts to ensure FH Indonesia meets up with requirements made known by donors.
 - 5 .Cooperate in a positive manner to the growth of the organization by providing required assistance to relevant staff and organization's partners/donors.

Key Result #3: Marketing, Communication, & Reporting

1. Developing monthly newsletter and circulation
2. Updating FH Indonesia page on FH Connect and FH.org (under development)
3. Working with the marketing & communications unit of the GSC to communicate impact, capacity statements, and other reports.
4. Coordinate project report writing process with project leader/staff and act as the key point staff to monitor the progress and communicate with Program Director and/or Country Director for submission to donors.
5. Develop and manage social media engagement.

Job Level Specifications

Desired Skill sets:

- Excellent relationship building skills with the development and emergency response community in the country.
- Proactive in identifying opportunities to advance strategic priorities
- Understand the bilateral and multilateral donors in the country, priorities, and funding priorities.
- Excellent communication skills to institutional and donor audiences.

Experience

- Experience in proposal development, donor engagement, capture planning, and stakeholder cultivation.
- Minimum 3 year working experience in INGO or national NGO in similar positions or responsibilities

Education/Certifications

To perform this job successfully, an individual must be able to perform each essential duty/function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A commitment to serving the poor and in full agreement with FH's foundation and beliefs as expressed in The Heartbeat: our Values, Vision, and Purpose.
 - Excellent people skills including warmth and sensitivity, conversational, able to relate to and effectively communicate with people from different cultures (at various levels within the organization).
 - High integrity and a strong sense of professional ethics;
 - Able to self-manage a diverse and dynamic set of responsibilities, proactively solve problems and / or suggest viable solutions while advancing goals and objectives.
 - Demonstrated computer operating skills, including proficiency in Microsoft Office products, Google platform, and virtual technologies such as Skype and / or GoToMeeting.
 - Excellent organizational skills; ability to plan and coordinate work, ensure the efficient flow of projects and processes.
 - Demonstrated ability in the design and effective use of training materials
 - Strong people management skills / interpersonal skills with the ability to motivate, teach and mentor staff and volunteers.
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- Comfortable and persuasive when speaking before both large and small groups;

Language

Indonesian and English

Supervisor Responsibilities

Safeguarding Policy

FH strives to provide an environment free from sexual exploitation, abuse, and harassment in all places where relief and development programs are implemented. FH holds a zero-tolerance policy against sexual exploitation and abuse and harassment. FH expects its employees to maintain high ethical standards, protect organizational integrity and reputation, and ensure that FH work is carried out with honest and fair methods, in alignment with the Heartbeat values, safeguarding, and associated policies. Violations to stated policies will be subject to corrective action up to and including termination of employment.

The responsibilities listed above are not all inclusive and may be changed at any time.

Print Employee Name:

Employee Signature:	Date:
HR Signature:	Date: