



POSITION DESCRIPTION PARTNERSHIP MANAGER – INDONESIA

Department: Global Operations Team
Reports to: Regional Facilitator of Southeast Asia (based in Metro Manila, Philippines)
Office base: Jakarta, Indonesia
FLSA Status: Full-time, contracted
Starting date: January 3rd - 15th, 2019 (flexible)

SUMMARY

Responsible for implementing the Partners Worldwide vision, mission, and model in Indonesia in order to build up permanent local capacity that catalyzes entrepreneurs and job creators and celebrates business as a calling to do God's work. The Partnership Manager of Indonesia facilitates the growth and development of a partnership network in country that uses business as the way to create flourishing economic environments. Primary area of responsibility will be on equipping and fostering the growth of new and existing Local Community Institutions (LCIs) and facilitating partnerships, relationships and communication between those LCIs, Business Affiliate (BA) members, and Partners Worldwide team members. Partners Worldwide is seeking an individual who can do this work, based in Jakarta, Indonesia. This person will report directly to the Regional Facilitator of Southeast Asia, and will also actively collaborate with other members of the Southeast Asia team, Global Operations team in particular projects and initiatives, and in facilitating long-term healthy business-oriented partnerships within the country.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Partnership development & maintenance

- Identify synergies and facilitate effective alliances across existing partnerships to strengthen impacts collectively
- Develop or collect effective tools and resources (business training, mentoring tools, business as calling materials, etc.) and share them with affiliates, Regional Facilitator, and Chief Operating Officer (COO)
- Develop and execute country growth strategy in collaboration key partners and team members within context of PW strategic organizational direction

Building capabilities of the LCI's

- Equip and foster the growth of new LCIs, strategic alliances and partnerships where and when appropriate
- Facilitate communication between the LCI leaders and BA leaders, through existing and new communication tools (web-based project management, e-mail, conference calls, etc.):
 - Train, coach, and consult leadership and membership of the BAs and LCIs
 - Ensure relevant up-to-date understanding of local context, trends, and needs via periodic visits to LCIs, and the businesses they serve, to augment the partnership effectiveness throughout the year



Facilitating strategic and operational plans & monitoring

- Equip and monitor the creation and implementation of Annual Partnership Plans (APP) for each partnership.
 - Communicate regularly with BA and LCI leaders to drive implementation of plans agreed to in the APP
 - Assist and equip LCI leaders to submit timely and accurate quarterly loan metrics, semi-annual outcome and activity measures and annual LCI Loan Fund reports from each partnership
 - Coordinate and facilitate regular planning, progress and prayer calls for all partnerships
- Responsibly manage country expenses within the annual budget and strategy
- Grow donor and other revenue bases to fulfill some country and regional budget needs

Leadership development, boards, legal management

- Make recommendations to the Regional Facilitator and Chief Operating Officer for necessary policies or procedures and ensure adherence to them
- Participate in PW staff calls and other internal taskforce teams as requested. Actively participate in the Partnership Manager Task Force led by the Partnership Operations Manager.
- Initiate, maintain, or aid in the legal registration of Partners Worldwide according to national law requirements

Reporting / coordinating logistics & updates

- Facilitate partnership trips abroad and lead or accompany a partner, if requested
 - Initiate pre-trip and post trip communications:
 - with BA trip participants including reminders to follow-through on information sheets and waivers, orientation materials, travel information, insurance, pictures, stories, volunteer logs, etc.
 - with LCI and BA team leaders on trip objectives, planning and logistics

Ambassadors / Representatives of the PW brand, vision & model

- Intentionally develop constructive relationships with LCI leaders to support the partnership understanding of key trends and issues confronting the organization
- Develop and produce marketing and communication assets/stories to support Regional Newsletters and other donor communications, as needed
- Promote Partners Worldwide in the region and engage in cross-agency initiatives to advocate for issues impacting those we serve. Maintain relationships with leaders and organizations with similar or complementary goals in country.
- Research and identify potential donor development opportunities: Assess and report on potential donor revenue sources in Indonesia to further develop financial sustainability within Indonesia.
 - Continue to update database of potential partners and submit monthly to Regional Facilitator and Development Manager to review and act on (e.g. individual donors, churches, businesses or CSR, family foundations, or training modules).
- Research and report on PWE investment opportunities: This should include the market research and the legal framework for foreign investors within Indonesia. Further, highlight opportunities and threats for various models of investment (e.g. direct investment, co-investment, opportunities to invest in firms that sub-invest, etc.)



- Research and contribute to the Indonesia growth strategy:
 - Further develop the 3-year country growth strategy within the PW strategic organizational direction for Indonesia to move the organization forward, in collaboration with the Regional Facilitator and the country/regional advisory board.
 - Develop or collect effective tools and resources (business training, mentoring tools) and share them with the Regional Facilitator.
 - Identify synergies and facilitate effective alliances across existing partnerships to strengthen impacts collectively.

ANCILLARY DUTIES AND RESPONSIBILITIES

- Oversight and consulting of local programs and impact reporting to support Foundation or donor reporting requirements
- As requested, help with international, regional, or national conference planning, training and logistics (orientation, travel and lodging)
- Support local conference strategy execution, if relevant in the country.
- Maintain relationship with the Curriculum Coach within the country, appoint or develop additional coaches as demand increases, and facilitate Train-the-Trainer planning and implementation with LCIs and coaches.
- Manage the translation of the Partners Worldwide curriculum and other key documents and resources, as needed
- Coordinate and plan national and regional networking forums
- Provide training, oversight and evaluation of international and national interns
- Other duties as assigned

CORE COMPETENCIES

The requirements listed below are representative (not all inclusive) of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Calling:** A sincere Christian faith, life style and values that are reflected daily; uphold Christian principles and demonstrate exemplary servant leadership at all times as an image bearer of God. In addition, this person will demonstrate the ability to relate well with Partners leaders in the promotion of God's Kingdom through business development programs;
- **Communications:** Strong oral and written communications skills; bilingual language skills appropriate to country or region (English and Bahasa Indonesian); awareness of cross-cultural communication issues in country/region of responsibility
- **Leadership:** Provides direction & coaching; delegates effectively to accomplish goals; makes timely decisions within scope of role; models Partners Worldwide standards
- **Flexibility:** Adaptable and creative, with experience working in and finding solutions in diverse and changing situations
- **Integrity:** Does not compromise being their authentic self or the mission, vision & values of Partners Worldwide while maintaining humility. Does what is right when no one is looking.
- **Cooperative:** Finds common ground on which to build relationships; works to create win-win situations; appreciates the contributions of others; fosters an environment of sharing;



can bridge divergent viewpoints

- Independent: Self-driven and able to work with a high degree of autonomy
- Initiative: Able to assess and execute based on current and ever-changing conditions
- Dependability: Being able to be counted on or relied upon, when you always do everything that you say you will and never make promises you cannot keep
- Persistence: Able to continue the course of action in spite of obstacles
- Innovation: The ability to find or develop non-obvious solutions to a wide variety of challenges
- Financial Acumen: Ability to work with the details and follow-through required for collection and management of metrics and finances for partnerships
- Business knowledge: Comprehension of SME business development and community development models, challenges, and contexts in region of responsibility

EDUCATION AND EXPERIENCE

- College or graduate education in Business, Business Management, Marketing, Finance, Economic Development, International Business Development, or a related field from a reputable accredited university.
- 5-7 years minimum experience and demonstrated competence working in business development within the private business or non-profit sectors
- Demonstrated competency in multiple of the following areas: small business development, business mentoring/coaching or consulting, cross-cultural communications, business training, agriculture value chain development, business networks, small business lending and finance, capacity-building, and organizational sustainability
- Knowledge of business development and community development issues in region of responsibility
- Proficiency with Microsoft Excel, Word, and PowerPoint, online reporting systems, and experience in or willingness to learn additional tools (including Outlook email, SharePoint and OneDrive, Skype, and other systems).
- Permanent resident of assigned country of Indonesia
- Ability to travel domestically and internationally, including valid/current passport to allow for regional or global travel

PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This person will also be expected to travel to North America up to 10 days at a time (estimated 1x per year), regionally in Southeast Asia (estimated 2x per year), and frequent shorter trips of 2-4 days within the urban and rural regions of Indonesia (estimated 6 to 12x per year) in accordance with ongoing work plans.

This position is regularly required to walk, sit and stand; use hands to finger manipulation, handle, feel, reach with arms and hands, and talk or hear. Work in various environments may require employee to stoop, climb, sit or stand for periods of time. Employee may occasionally be required to lift weights up to 20 kilograms, and regularly lift up to 5 kilograms. Vision requirements include close, distance, peripheral and depth perception.



Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Position may be required to work in extremes of heat or cold, in sheltered and unsheltered conditions. Work is also performed in office environment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOW TO APPLY

To apply to this position, please send your resume/CV and cover letter to Jacquelinek@partnersworldwide.org by December 5th, 2018. Please include "Partnership Manager – Indonesia" in the email subject line. You will be contacted if you are chosen to proceed in the first-round interview process.