

GUNUNG PALUNG ORANGUTAN CONSERVATION PROGRAM

Position: Development Director
Location: Ketapang, West Kalimantan, Indonesia
Closing date: Accepting applications until position filled

Background on Organization

Gunung Palung Orangutan Conservation Program (GPOCP) is dedicated to the conservation of orangutans and biodiversity in and around Gunung Palung National Park (GPNP). GPNP is home to 5-10% of the world's orangutans and represents one of the last remaining tracts of pristine lowland dipterocarp forest. To give back to local communities and address real conservation threats to GPNP, orangutan researcher Dr. Cheryl Knott co-founded GPOCP in 1999. GPOCP was legally registered as an Indonesian NGO in 2002 under the name Yayasan Palung. Our community-based programs include child-centered environmental education, a public conservation awareness campaign, animal rescue and activities to prevent illegal trade in endangered species, development of environmentally friendly and sustainable livelihoods for local communities, and scientific research of wild orangutan populations. For more information about our work, please visit our website (www.saveGPorangutans.org).

Job Description: Development Director

We are currently seeking a highly-motivated and committed individual to oversee our programs in Indonesia. The Development Director is a senior position on the ground, working with the Research Manager, Operations Manager and Field Director, and reporting directly to Dr. Cheryl Knott (Executive Director). The Development Director will be responsible for:

Fundraising and program development (~45%)

Support the on-going development of our programs and related activities; Work with staff and board to strategize and develop new directions for Yayasan Palung that will accomplish its ultimate goal of orangutan conservation; Identify funding opportunities and develop appropriate funding proposals, in close coordination with the Executive Director and US-based Administrative Director; Assist the Executive Director in liaising with and reporting to current and potential new donors; Organize site visits for current and potential new donors; Create newsletters and related communications to inform and empower individual supporters abroad

Capacity Building (~25%)

Tailor capacity building activities to existing and needed skills; Conduct internal capacity building activities to build basic office, computer and language skills; Assist staff in planning, implementing, monitoring and evaluating program activities through annual and monthly work plans and reports; Coordinate visits and training from outside experts and volunteers

Financial and personnel oversight (~15%)

Provide oversight of financial reporting, cash management and banking; Participate in evaluations of senior staff; Advise Executive Director on personnel decisions

Reporting and administrative duties (~15%)

Regularly liaison with U.S.-based Administrator and Executive Director via email and Skype; Write program activity and progress reports and produce an annual report

The ideal candidate must demonstrate significant knowledge and experience in grant writing and reporting; understanding of conservation and development issues in Southeast Asia; experience in managing internal capacity building; ability to work productively with a multicultural staff in remote rural areas; excellent written and verbal communication skills; computer proficiency including Excel and other Office software; and language fluency in Bahasa Indonesia and English. Experience with data management software such as Access or Filemaker is desirable.

Candidates are invited to apply by emailing a Cover Letter, *Curriculum Vitae*, writing sample and three references to Jennifer Zolkos at usgpocp@gmail.com. All applications should be made in English.