

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Senior Communications and Fundraising Associate
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<b>Classification:</b>	D4 – Senior Associate	<b>Direct reports:</b>	1 - 5
<b>Work location</b>	Jakarta, Indonesia	<b>Travel required:</b>	10%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>The Senior Communications Associate role is part of the GAIN Indonesia team and is responsible supporting in-country teams in developing and implementing a variety of local communication activities and fundraising through continuous engagement with potential donors and other stakeholders. This role will be responsible to foster greater information and knowledge exchange with key stakeholders, development partners, NGOs, and civil society in the nutrition and food system sector.</p> <p>Reporting to the Acting Country Representative, the Communications Associate will lead projects related to content production, media outreach, events, digital communications, writing/editing, and monitoring of communication strategies and results, fundraising, resource development, proposal developments, donor relations and strategic alliances specifically related to GAIN Indonesia portfolio.</p> <p>The postholder will be responsible for raising the profile and visibility of GAIN in Indonesia among the external stakeholders (government stakeholders at national and regional level, bilateral donors, potential funding sources, and general public) as well as the internal stakeholders including GAIN global and other country offices. Performing research and identify viable grant and funding opportunities for GAIN's Indonesia programmes.</p> <p>They will work closely with the country teams, GAIN global comms team to ensure GAIN's Indonesia communication strategy is in line with the GAIN global communications strategy and GAIN's Development Office to assess fundraising needs and opportunities and will contribute to the revision of the GAIN Indonesia fundraising strategy and plans.</p>
<p><b>Tasks and responsibilities</b></p> <p><u>Communications</u></p> <ul style="list-style-type: none"> <li>• Finalize the communication strategy plan including but not limited to what will be the tasks of GAIN as well as the channels and methods of communication to be used.</li> <li>• Produce and disseminate various communication materials including stories, news, articles, press release, and other communication channels in accordance with GAIN communication guidelines.</li> <li>• Deliver strategic communication support to maximize visibility and media outreach of GAIN's events, including on websites, social media, external platforms etc.</li> </ul>

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- Organize communication activities such as media coverage and interviews during the GAIN's event and activities.
- Support in the dissemination of the FOLU funding success stories and findings through various communication channels.
- Input into periodic management reports, presentations and other relevant material for meetings/briefings, roundtables, events, solicitations to ensure good communications to the target audience
- Assist the GAIN Indonesia staff in writing and finalizing any form of publication. Write and edit a wide variety of texts for different audiences (Government, private sector, nutrition experts etc) and channels (Web, social media, print).
- Provide input on the website that was developed or supported by GAIN to enhance the content for public used.
- Liaise with the global communications team to raise the profile of GAIN Indonesia's work in global audiences.

### Stakeholder engagement

- Support national and subnational action implementation, through engagement with the FLW Action Partnership and other partnerships.
- Participate in multistakeholder platforms with key economic decision-makers to advance Action Coalition (e.g. webinars, roundtables, bilateral meetings, etc.) and promote FOLU key messages through GAIN communication channels and networks

### Grants and Fundraising support

*Working closely with the GAIN Indonesia management team and the Development Office team, key activities will include:*

- Conduct research of non-profit foundations, corporate sponsors, government programmes and individual donors to collect and compile extensive data for funding opportunities, via online web listings, database searches, clearinghouse, and directories in order to identify funding opportunities for GAIN Indonesia Programmes
- Support the country team in developing the program fundraising strategy based on donor mapping and identification of current trends and partners in the nutrition space.
- Identify collaboration and partnership opportunities and cultivate relationships with civil societies, foundations, networks, and individuals within the nutrition and food system sector to gain long-range support for core programmes, operation needs and strategic priorities within GAIN Indonesia.
- Working closely with the GAIN Indonesia management team, develop short and long-range goals/objectives to direct and enlist funding support from public/private grant agencies, foundations, corporations, and individuals.
- In coordination with Acting Country Representative, Head of Programmes and Program Managers, prepare and submit accurate and timely grant applications, formal proposals, and letters of inquiry to funding sources, primarily focusing on GAIN's Indonesia programmatic opportunities.
- Support the GAIN Indonesia country team in identifying partnership and collaboration opportunities within
- Participate in design workshops with consortium members to finalise proposals and project designs with multiple partners.
- Based on need, assist with preparing presentations and other fundraising materials for cultivation events, foundation, and grant solicitations.

### **Key organisational relationships**

- Acting Country Representative/ Director and Head of Programmes
- In-country Program Managers
- Communications and Development office teams

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JOB REQUIREMENTS
<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Strong copywriting and proposal writing skills</li> <li>• The ability to work collaboratively with a team and within a multicultural organisation</li> <li>• Analytical with the ability to write reports for dissemination</li> <li>• Ability to use initiative</li> <li>• Team player Ability to create and edit visual content (Photoshop, Canva, InDesign etc.)</li> <li>• Proficiency on MS Office (Excel, PowerPoint, Word and Outlook)</li> <li>• Proven social media skills</li> <li>• Outstanding verbal and written communication skills</li> <li>• Solid interpersonal skills with excellent ability to build relationships; familiarity with managing a wide platform of stakeholders including high profile donors/private sectors</li> <li>• Excellent time management, planning and organizational skills</li> <li>• Creative problem solver and results-oriented</li> <li>• Public speaking and presentation delivery is required.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience working in Media, Communications, Public relations, Corporate Foundation or donors with good knowledge of the key players/ donors/networks/alliances in Indonesia</li> <li>• Proven experience in successful fundraising, charity or grant proposal, especially among philanthropists, foundations and corporations</li> <li>• Experience using a range of digital communication platforms and software (web, social media, print etc)</li> <li>• Experience developing communications material with the ability to translate text and language to a wide variety of audiences and platforms</li> <li>• Demonstrated knowledge of and ability to implement effective strategies to approach corporations, grants and foundations; with an understanding of current trends of nutrition issues in Indonesia.</li> <li>• Demonstrated knowledge and ability to implement effective communications strategies</li> <li>• Experience in multi-sectoral programmers and multi-cultural settings</li> <li>• Private Sector experience (desirable)</li> <li>• Ability to create and edit visual content (Photoshop, Canva, InDesign etc (desirable)</li> <li>• Design thinking/workshop facilitation experience a plus</li> </ul>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Minimum bachelor's degree in communications/public relations/marketing/advertising, or a degree in global development/international relations with a specialization in communications/public relations/marketing/advertising or equivalent work experience</li> </ul>
<p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• Excellent command of written and spoken English and Bahasa Indonesia.</li> <li>• Willingness to travel to field sites frequently.</li> </ul>

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### WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities