

[FULL-TIME] Business Development Manager**A. About Ecoxyztem**

A venture builder for climate-tech startups in Indonesia. It was founded in 2021 from a joint venture between Greeneration Indonesia (2005) and Impacteam (2020), Ecoxyztem aims to enable ecopreneurs to solve climate challenges at scale. We provide early-stage startups with limitless involvement and support as “Co-founder as a service” to focus on developing and growing their profitable and Impactful businesses.

Learn more about Ecoxyztem: www.ecoxyztem.com

B. About the Position

Climate-tech is considered as a new landscape in Indonesia. Working with early-stage startups can be challenging, but also huge opportunities to be explored. We need an explorative person to prepare standards, mechanisms, and systems to help Ecoxyztem in acquiring more resources to tap into and unlock more supports to enable more ecopreneurs in Indonesia.

C. Responsibilities and Task

- Acquisition of new grants including government, bilateral, multilateral, and Private Non-Sponsorship (PNS) funding (mainly foundations and corporates)
- Design and execute the grant writing proposal (report directly to CEO)
- Assist in managing and coordinating concept and proposal development process with key internal stakeholders and relevant partners
- Coordinate with the Program Manager and the project team during the design process until the transfer period for proposal/project implementation
- Proactively search for and follow up on new grant opportunities
- Manage fund acquisition information including grant tracker and project profiles
- Conduct tracking and mapping of Private Public Partnerships and/or relevant opportunities, undertaking Donor Mapping to identify future business partners/donors
- Assist in updating partner mapping and identify critical partners for consortia to prepositioning for grants
- Conduct due diligence exercises for partners involved in new proposal development. Ensure that partner relations are well maintained
- Lead in creating a clear and structured communication strategy to engage with corporate partners aligned with Ecoxyztem business plan
- Lead in developing, updating, and implementing corporate engagement plan (corporate-innovation/venture building)
- Lead in discussions and follow up with corporate partners when setting up a new business development program (corporate innovation/venture building)
- Contribute to the development of the annual business development and special project OKR setup and strategy
- Ensure donor updates and meetings are scheduled and program/project reporting is well organized and communicated

- Develop and maintain strong relationships with principal donors and understand donor's emerging priorities
- Work closely with the Operations and Finance Department to ensure compliance with donor requirement including ensuring monitoring and reporting is done in a timely manner and meeting donor guidelines and standards
- Provide assistance in developing the capacity of the Project team and Operations staff in grant acquisition and management

D. Qualification, Competences, and Experience

- University degree in management, business, marketing, mass communications, development, or related field
- Minimum 2 years relevant work experience (but 3 years above experience is preferable)
- Experience in project design and writing proposals to a high standard Experience working with major donors/funds (USAID, GIZ, EU, ADB, etc)
- Domestic/international travel if required
- Full Work from anywhere policy, occasional travel to Jakarta as necessary to connect with clients/donors. (Preferably domiciled in Greater Jakarta)
- Achieving timely quality results and service
- Practicing accountability and integrity
- Communicating information effectively and efficiently
- Learning for growth and development
- Maintaining work/life balance and effectiveness
- Self-enthusiastic
- Thinking clearly, deeply, and broadly
- Understanding the Climate/Green-tech Industry
- Understanding Ecoxyztem's mission and operations
- Practicing innovation and creativity
- Building collaborative relationships
- Practicing GESI Principles (Gender Equality and Social Inclusion)
- Influencing individuals and groups

E. Location

Preferably in Greater Jakarta Area

F. Salary

Salary and benefits are competitive and will be commensurate with the candidate's qualifications and experience

G. How to Apply

- Fill up the [application form here](#) or through Ecoxyztem website
- This vacancy is open until the position is filled. If you don't hear from us within 30 days after submitting, it means we can't proceed with your application
- Only qualified candidates will be contacted for the further recruitment process