

# Portfolio Development Officer

Position Description  
February 2025



# Lestari Capital – Position Description:

## Portfolio Development Officer

### Duty Station

Indonesia (Bali)

### Contract Period

Fulltime, 1 year with potential for annual renewal

### Our Company

Established in 2017, Lestari Capital is a conservation finance company, based in Southeast Asia, that develops innovative, nature-based products that enable companies to deliver on their sustainability objectives. We accomplish this by mobilizing new finance for initiatives that protect and rehabilitate important natural landscapes around the world. The Indonesian word "Lestari" means sustainable, or everlasting, signifying our commitment to developing long-term sources of finance for high quality conservation and restoration initiatives.

Lestari Capital's impact model addresses a critical need for long-term operating capital for conservation and restoration projects run by local communities, non-profit organisations and environmental services companies. Lestari Capital aims to strengthen Southeast Asia's emerging ecosystem services marketplace, by connecting demand for on-the-ground conservation efforts among commodity producers/buyers with projects that are protecting or restoring forests where these companies operate, to protect at-risk areas.

### Position Overview

The Portfolio Development Officer will support the origination and onboarding of projects for the Rimba Collective business lines. The Project Officer will ensure the process runs according to procedures, taking charge of management, and ensure project trackers are followed up according to the target timeline.

The Portfolio Development Officer will also support the effectiveness and efficiency of the day-to-day operations and processes within the Portfolio Development team and its relationship with the rest of the Project Department.

Specifically, she/he will support the rest of the project team in providing a critical quality control function of key project documents and budgets, in line with Lestari Capital processes and requirements. She/he will report to the Head of Portfolio Development.

The position is seen as a good opportunity to develop an understanding about the work of Lestari Capital, as well as the skills and experience required to progress to the position of Project Manager within 12 months, provided that the competencies for this higher-level position have been assessed and clearly demonstrated.

## Position Responsibilities

- Providing support in identification of Projects for Forest Conservation & Restoration eligible for funding via ecosystem services in Indonesia, Malaysia, Philippines, Thailand and Papua New Guinea;
- Supporting the screening and onboarding process of projects to the Rimba Collective, including joining meeting and supporting outreach to project partners, taking notes and managing project trackers.
- Supporting the Portfolio Development team to ensure Portfolio Development process runs according to the Project Origination Process Flow and the Onboarding Process Flow, as well as coordinating with the other members of Project Team to ensure the process and support provided by the other members of Project Team is efficient and according to the target timeline.
- Supporting the origination of new projects e.g. general outreach, working with potential project proponents in explaining about Lestari Capital's business lines, and ultimately, helping them compile Project Idea Notes (PINs);
- One project *at the origination and/or onboarding stage* will be allocated to the Project Officer for direct management control, working closely with an assigned supervisor/Project Manager on required documents e.g. development of project idea note, conceptual model, Environmental and Social Action Plan, and budget;
- Foster excellent relationships with the project operators and other partner organizations and stakeholders through formal and informal communication channels;
- Travel to the project sites/ Headquarters of the Project Operators as required;
  1. Support efficient information flow and coordination within the Project Team and other departments within Lestari Capital to ensure timely project delivery;
  2. Any other tasks as assigned by supervisor/ Lestari senior management.

## Requirements

- Bachelor's degree in forestry, conservation, environment/development studies, or another relevant field; Master's degree is a plus.
- Practical experience of at least three (3) years in project management, especially on project typologies relevant to Lestari Capital's work;
- Experience and understanding of working in Indonesia with NGOs, the private sector and Government entities;
- Experience and understanding of working in Malaysia, Thailand, Philippines, or Papua New Guinea is a plus.

## Personal Attributes and Competencies

- Hands-on experience in outreach and communication with various stakeholders is desired.
- High levels of competency in Microsoft Office suite use – especially Word, Excel and PowerPoint. GIS skills is a plus;
- Demonstrated good communication in both oral and written in English,
- Fluency in Bahasa Indonesian is desirable.

## To Apply

Interested candidates are invited to submit their resume and cover letter to: [jobs@lestaricapital.com](mailto:jobs@lestaricapital.com). Please include "Portfolio Development Officer" in the email subject line.

We are dedicated to promoting diversity and inclusion in our workplace and encourage individuals from all backgrounds to apply. If you are a dedicated and passionate sustainability specialist looking to make a meaningful impact on the conservation of our planet's natural heritage, we invite you to join our team!

**Application deadline:** 28 February, 2025.