

Portfolio Development Officer

Position Description
May 2025



Lestari Capital – Position Description:

Portfolio Development Officer

Duty Station

Bali, Indonesia

Contract Period

Fulltime, 1 year with potential for annual renewal

Our Company

Founded in 2017, Lestari Capital is a pioneering natural capital asset management company dedicated to mobilizing finance for the protection and restoration of biodiversity-rich ecosystems. Inspired by the Indonesian word *Lestari*—meaning sustainable or everlasting—we are shaping the future of nature-based finance in Southeast Asia and beyond.

At Lestari, we bridge the gap between corporate sustainability commitments and on-the-ground conservation efforts, ensuring long-term funding for high-quality, community-led initiatives. Our projects go beyond ecosystem restoration—they support rural communities, improve local livelihoods, and promote sustainable land-use practices. With 40 staff, 20 active projects, and more than 25-year commitments from major global companies, we are strengthening the emerging ecosystem services marketplace by aligning corporate investments with impactful conservation and reforestation projects.

Our flagship initiative, [The Rimba Collective](#), is transforming corporate sustainability by linking agricultural purchases to tangible impact for biodiversity conservation and restoration, and for the livelihoods of forest-dependent communities. With 20 projects across Indonesia and plans to expand into Malaysia and the Philippines, we have already committed over 250,000 hectares to conservation and restoration.

Our multi-disciplinary team combines expertise in finance, law, corporate sustainability, and technical solutions, all guided by a project-first approach rooted in conservation and community empowerment. If you are passionate about nature-based solutions and making a tangible impact on both ecosystems and communities, we want to hear from you!

Position Overview

The Project 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 Project 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;
 - Support efficient information flow and coordination within the Project Team and other departments within Lestari Capital to ensure timely project delivery;

- 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.
- 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.

Personal Attributes and Competencies

- 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. 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!

Start Date: 1 July, 2025

Application deadline: 10 June, 2025