

# Welcome to NGO Recruitment Asia Pacific



Specialists in  
not-for-profit  
sector recruitment  
across the Asia  
Pacific region





**We recruit for:** International non-government organisations, Charities, Community groups, Health and animal welfare organisations, Education institutions, Industry associations, Faith-based organisations, Political and activist groups.

# NGO Recruitment Overview

## Who we are

NGO Recruitment Asia Pacific is the region's not-for-profit sector recruitment specialist. For over 10 years, we have recruited for a wide range of international non-government organisations looking to source both local and expatriate candidates for roles based in and around the Asia Pacific region.

## What we do

Our focus is sector specific, role generic. Using a mix of exclusive executive search and permanent and contract recruitment services, we recruit all roles within an organisation – from country directors, campaign managers and fundraisers, to social workers, team managers and database assistants. In the Asia Pacific region, we are particularly experienced in the specialty areas of emergency response, communications, training, project management, microfinance, advocacy and fundraising.

Our consultants have a specialist knowledge of the complex environment in which international NGOs and not-for-profits operate. We understand the necessity for transparency and accountability to donors, funding bodies, clients and other stakeholders. And we deliver tailored recruitment services to match.

## Our team

Headed up by NGO Recruitment's director Richard Green and senior consultant Damian Penston, we have recently expanded our offering into the region. Damian was based in Japan for many years and has over a decades' Asia Pacific recruitment experience, including successfully sourcing high calibre candidates for international development programs focusing on education, human trafficking, gender, governance, infrastructure and private sector development.

## Our reach

Our consultants have placed candidates in Japan, Singapore, Mongolia, Myanmar, Laos, Vietnam, Cambodia, Indonesia, Thailand, Pakistan, Timor-Leste, Fiji, Papua New Guinea and the Philippines. Where relevant, we work in partnership with our Australian team to extend our networks internationally to source the very best global talent for specialist roles.

## Our specialist recruitment services

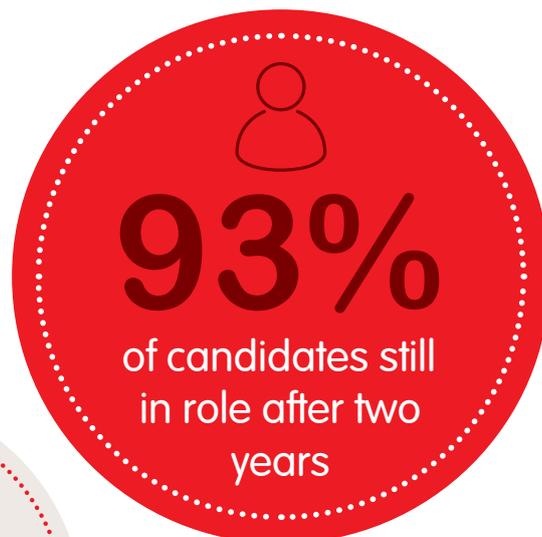
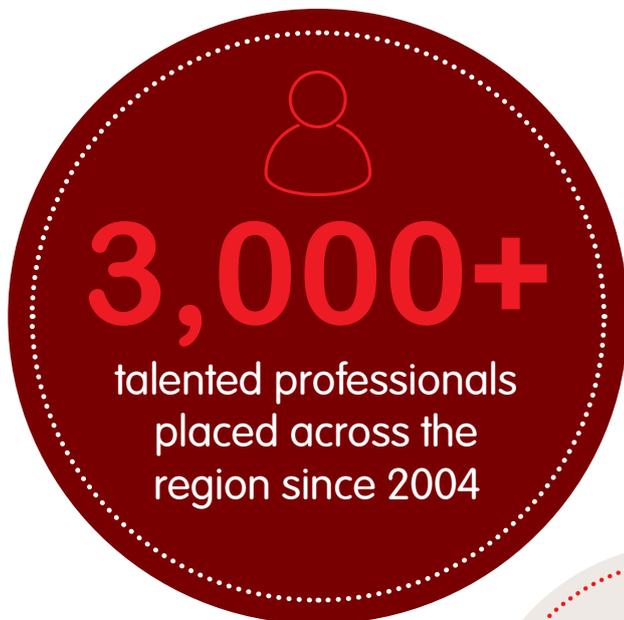
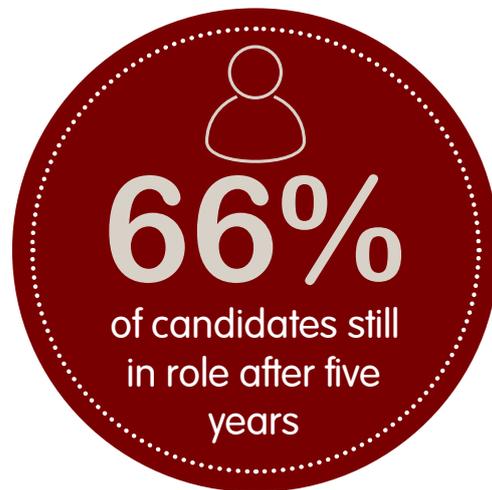
- Exclusive executive search
- Board practice
- Permanent recruitment
- Contract recruitment
- Project recruitment

"NGO Recruitment did a great job in helping us recruit for a short term assignment in Indonesia recently. The turnaround was fast, with a shortlist of high quality candidates, and we were delighted with the final outcome."

JOANNA TUCKWELL, WORLD ANIMAL PROTECTION, ASIA PACIFIC



# NGO Recruitment in numbers



"NGO Recruitment recently helped us recruit a new CEO and board chair. We were presented with some very strong candidates which led to an excellent outcome. The team was great at giving honest feedback on candidates and their suitability for the organisation and role."

JAYNE BLAKE, DIRECTOR AND CHAIRPERSON,  
HEARTKIDS AUSTRALIA

# Our consultants

## Richard Green

DIRECTOR, AUSTRALIA AND ASIA PACIFIC



With over 25 years' not-for-profit sector and commercial recruitment experience, Richard is widely recognised as Australia's leading not-for-profit recruitment specialist. Before establishing NGO Recruitment in 2004, Richard was a fundraising and membership professional for Greenpeace, UNICEF Australia, Bobby Goldsmith Foundation, Inspire Foundation and the Australian Direct Marketing Association. Since 2004, Richard and his team have successfully placed over 3,000 candidates in more than 500 national and international not-for-profit organisations.

Richard is a dedicated board member of 350.org Australia, actively campaigns for causes close to his heart and volunteers his time for several community organisations. He also delivers guest lectures to university students considering a valuable career in the not-for-profit sector.

## Damian Penston

SENIOR CONSULTANT, ASIA PACIFIC



Damian is NGO Recruitment's dedicated Asia Pacific recruitment specialist and brings over 10 years' international development, IT and not-for-profit sector experience to the team. Prior to joining NGO Recruitment, Damian held recruitment and HR roles with Cardno's international development services division and was managing partner of Propel Consulting, a Japanese recruitment firm. He now specialises in difficult to source roles for not-for-profit organisations across the Asia Pacific region.

Damian is also chairman of Fair Money Australia, an economic inclusion not-for-profit advocacy organisation. He is also dedicated to a number of Japanese not-for-profits as an advisory board member for Smile Kids Japan and a special advisor for Smart Technology Partners. Additionally, Damian also volunteered for six months as an independent disaster relief consultant following the earthquake and tsunami of 2011.

## Ciara Cunningham

DIGITAL MARKETING MANAGER



Ciara is NGO Recruitment's dedicated international marketing manager working in partnership with our consultants across all of our recruitment assignments. Ciara has a wealth of marketing experience gained from roles at The Irish News, Ulster University, TAFE NSW and Open Colleges Australia. With a key focus on digital marketing, Ciara promotes our roles across a range of digital channels such as LinkedIn, social media platforms and targeted online job boards. She also manages our highly targeted e-marketing campaigns.

## Michael Green

DIRECTOR, BRADMAN ENERGY AND CARBON



Michael is director of NGO Recruitment's sister company, Bradman Energy and Carbon Recruitment. With over 30 years' international recruitment experience, Michael specialises in the renewable energy, carbon and engineering sectors placing professionals in wind, solar, hydro, biomass, sustainability, carbon etc. His exhaustive professional networks extend throughout Asia and his international expertise is highly valued by the NGO Recruitment Asia Pacific team.

# Roles we recruit

We recruit all roles, at all levels.  
Here is a selection.

**Program  
Director,  
Manager and  
Coordinator**

**Senior  
Executive  
and Operations**

CEO, COO, CFO, GM,  
Country Director, People  
and Culture Manager,  
IT, Finance Manager

**Veterinarian,  
Disaster Relief,  
Communications,  
Media, Marketing,  
Public and  
Government  
Relations**

**Fundraising,  
Development  
and Advancement**

- Direct, Digital and Database Marketing
- Major Donor, Philanthropy,  
Relationship and Bequest
- Corporate, Sponsorship and  
Business Development

**Advocacy,  
Campaign,  
Lobbying, Volunteer  
Management and  
Gender Advisor**

# Our clients

We have recruited for over 500 not-for-profit organisations across Australia and Asia Pacific since 2004. Here is just a selection.

The logo for act:onaid, featuring the word "act:onaid" in a bold, lowercase, sans-serif font. The "o" is stylized with a colon.

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## Referees

NGO Recruitment is able to provide a broad range of referees who we have worked with for over a decade. Please email or call us and we will supply you with the relevant referee contact details.

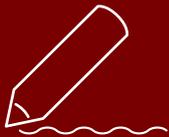
# Countries

Below is a map of the regions we have recruited in.



# Our process

There are four general stages across all of our specialist recruitment services:



## STAGE 1 – DISCOVERY

- Provide proposal outlining commitments and terms of engagement
- Undertake thorough assignment briefing with key stakeholders
- Determine candidate profile, search strategy and key milestones



## STAGE 2 – TALENT MAPPING AND SEARCH

- Conduct extensive talent mapping to identify potential candidates
- Commence tailored advertising and social media campaign
- Execute advanced search and networking strategies



## STAGE 3 – SELECTION

- Undertake initial NGO Recruitment interviews to assess technical and cultural fit
- Conduct behavioural and aspirational interviews with psychological profiling and skills testing as needed
- Deliver shortlist and assist with interview process, panel selection and scenarios



## STAGE 4 – NEGOTIATION AND REVIEW

- Conduct interview debrief and assist with final candidate selection
- Extensive reference checking and other checks
- Assist with offer management, candidate resignation and transition
- Conduct post-placement review and regular candidate follow-up

# Campaign milestones

## PRELIMINARIES

Proposal sign off and assignment briefing

## CAMPAIGN

**Week 1-3:** Online advertising; search strategies; candidate interviews; ongoing client liaison

**Week 4:** Candidate shortlist

**Week 5:** Client interviews

**Week 6:** Second interviews

**Week 7:** Offer made; final package negotiation

**Week 8:** Candidate resigns

## POST-PLACEMENT

Initial follow up one week post-placement

Monthly follow up for three months

Ongoing follow up if required

\*Please note – timeframes are variable depending on the complexity of the role.



"We selected NGO Recruitment due to their deep expertise in fundraising and proven capacity to tap into diverse local and international talent pools. Working with Damian has been a pleasure. His patience, warmth and culturally sensitive approach have been a real asset recruiting here in Asia. He has robust networks and clearly builds strong relationships with all candidates. He takes a methodical approach but is also flexible enough to adapt strategies when faced with the inevitable challenges of recruiting these niche fundraising or specialist NGO roles. Unlike other recruiters I have worked with, he never compromises on quality and only puts forward strong candidates to ensure we're making the best use of our hiring manager's time."

**LUKE HEFFERNAN, DIRECTOR OF MARKETING AND FUNDRAISING, WWF SINGAPORE**

# Search strategies



## NFP community

Referrals  
Networking  
Headhunting



## Online advertising

NGO Recruitment job board  
50 sector specific online job boards



## Database searches

NGO Recruitment database  
LinkedIn Recruiter and  
SEEK Database



## Social media

LinkedIn, Twitter, Facebook  
Sponsored posts, group targeting



## E-marketing

Email campaigns  
Targeted approaches

# Why NGO Recruitment Asia Pacific?



NGO Recruitment Asia Pacific is the not-for-profit recruitment specialist across the region with a reputation for service excellence



We have extensive international recruitment experience, in depth firsthand knowledge of the Asia Pacific not-for-profit sector and unrivalled networks



We partner and collaborate with our clients every step of the way to source the very best international talent



Our creativity and understanding of cultural fit underpins our recruitment success

## Quality assurance

NGO Recruitment Asia Pacific is a division of the Bradman Recruitment Group and a certified member of the Recruitment and Consulting Services Association (RCSA). As a member of the RCSA, the Bradman Recruitment Group follows the Code of Professional Conduct which means we uphold the highest standards of ethics and honesty at all times.

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