

# 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 Manager, Asia Pacific Lois Freeke, we specialise in partnering with international NGOs to source high calibre candidates across the Asia Pacific region and internationally. Lois is a conversational Mandarin Chinese speaker with almost two decades' in depth Asia Pacific experience and has recruited executive and operational roles for organisations including not for profits, across the Asia Pacific Region for almost 15 years.

## Our reach

NGO Recruitment has placed candidates in Japan, China, 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



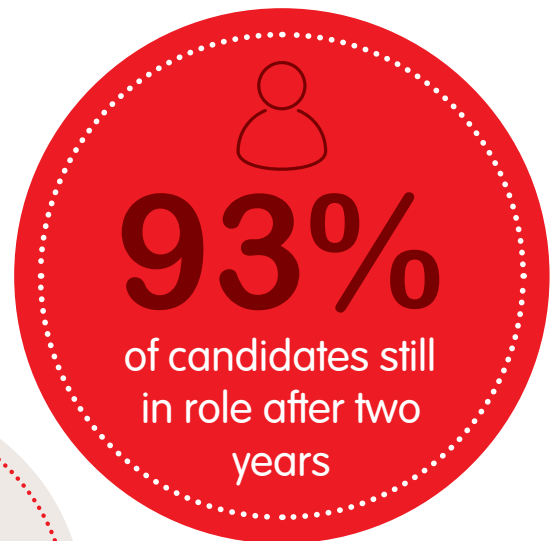
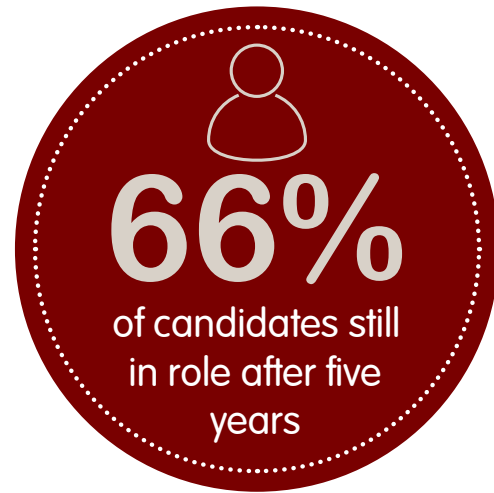
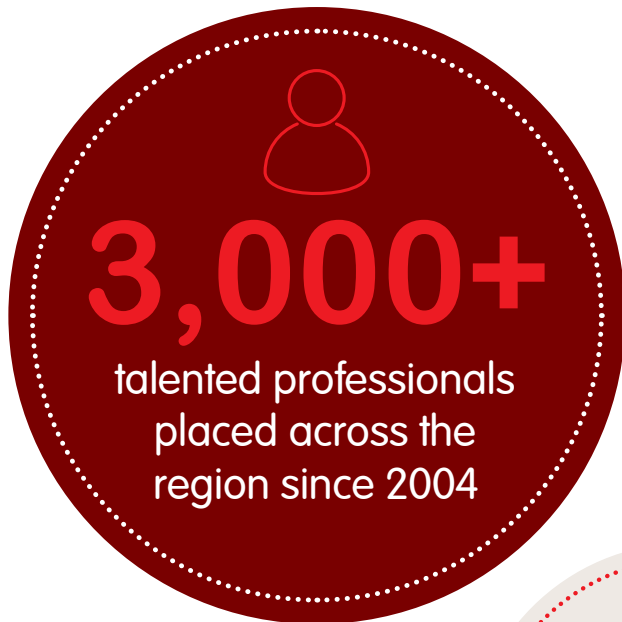
"NGO Recruitment did a great job in helping us recruit for a short term assignment in Indonesia recently. The turnaround was fast, with a shortlist of high quality candidates, and we were delighted with the final outcome."

JOANNA TUCKWELL, WORLD ANIMAL PROTECTION, ASIA PACIFIC





# NGO Recruitment in numbers



"It's rare to find a senior recruitment professional who understands the cultural nuances of the Asia Pacific market. Lois is extremely talented at what she does and has a valuable ability to expertly navigate the vast and complex tapestry of the Asia Pacific not-for-profit sector."

RICHARD GREEN, DIRECTOR, NGO RECRUITMENT

# Why NGO Recruitment?

## Our unrivalled networks

With over 25 years' not-for-profit sector and commercial recruitment experience, our founder Richard Green is widely recognised as Australia's leading not-for-profit recruitment professional. Our team of mature consultants also has extensive experience in delivering quality recruitment services to this highly specialised sector. Our unrivalled networks, leading search strategies and constantly-evolving candidate database of 175,000 registered professionals all allow us to source the very best local and international talent.

## Our specialist knowledge

Our consultants have a specialist knowledge of the complex environment in which 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. We are also highly experienced at recruiting for government funded not-for-profits and have the procedural expertise to make sure we find you the right talent within this environment.

## Our focus on cultural fit

Understanding the importance of cultural fit and making it a priority during the recruitment process is at the heart of our recruitment methodology. After almost 15 years of behavioural and cultural assessment, we are uniquely placed to gauge the cultural fit of our candidates as an indicator of long term success within your organisation. As a testament to this, 93% of our placed candidates are still in their role two years post placement.

## Our creativity

Our sector expertise means we are highly skilled at assessing and recommending ideal candidates from within the not-for-profit sector. Where appropriate, we will also recommend potential candidates from the corporate or government sector who have strong transferrable skills and a fresh perspective. Not everyone is suitable, and assessing values alignment and cultural fit is, as always, of crucial importance.

## Our commitment

We are committed to our clients every step of the way. We specialise in executive and difficult to source roles with long lead times and are honest from the outset about the challenges we may face. We are always 100 percent committed to finding the right person - and we will not stop until we do.

## Our service excellence

Our reputation for service excellence also underpins our longstanding relationships within the not-for-profit sector. We often partner with our clients for the long term and our candidates in turn, often become clients themselves. We focus on going above and beyond in all that we do and our can-do, results-driven approach is highly valued.

# Our specialist recruitment services

## Exclusive executive search

At NGO Recruitment, we specialise in exclusive executive search and are extremely successful at recruiting highly qualified difficult to source executives from across the region. We have an absolute commitment to the recruitment process evidenced by our 100 percent success rate.

## Board practice

We are also specialists in assisting not-for-profit organisations with board appointments. Our board practice is adept at sourcing remunerated and volunteer board directors from diverse backgrounds who are able to offer rich experience and fresh ideas.

## Permanent recruitment

Our recruitment services are sector specific, role generic. From marketing managers, fundraisers and policy advisors to counsellors, lawyers and payroll managers, we recruit permanent professionals on an exclusive basis right across the not-for-profit sector.

## Temporary and contract recruitment

We offer responsive temporary and contract recruitment services, sourcing professionals for fixed-term contracts, ongoing projects and temporary cover. We manage the whole process from search and selection, interviews and references to payroll.

## Project recruitment

We are also highly experienced at volume project recruitment including the ability to source service delivery teams for specific funding contracts. We are uniquely qualified to recruit large national teams for the not-for-profit sector, often to short deadlines.

## Payroll

NGO Recruitment also offers a cost-effective payroll only service for our clients. Our payroll experts manage the entire process, from one employee to entire teams, and keep one step ahead of all compliance and workplace legislation.

"With NGO Recruitment's help we built a fantastic fundraising team at Lifeline that took the organisation to the next level. We also used NGO Recruitment to successfully recruit our marketing and media roles. We were very impressed with the advice, individual service and care taken."

VERITY BLACKMAN, GENERAL MANAGER,  
SUSTAINABILITY & PUBLIC RELATIONS, LIFELINE AUSTRALIA

# Our consultants

## Richard Green

DIRECTOR

With over 25 years not-for-profit sector and commercial recruitment experience, Richard is widely recognised as a leading regional not-for-profit recruitment specialist. Before establishing NGO Recruitment in 2004, Richard was a fundraising and membership professional for Greenpeace and UNICEF.

Since 2004 Richard and his team have successfully placed over 3,000 candidates in more than 500 national and international not-for-profit organisations in Australia and through the Asia Pacific region. Richard has successfully sourced high calibre candidates internationally from across the UK, Europe, Canada, America, Australia and Asia Pacific.

Richard has a deep understanding of the unique complexities of the sector and he makes cultural fit a priority, ensuring it is at the heart of our recruitment process.

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



## Lois Freeke

MANAGER, ASIA PACIFIC

In her role as manager Asia Pacific, Lois partners with international NGOs to source high quality candidates across the Asia Pacific region and internationally. Originally from the UK, Lois moved to Hong Kong in the 90s and now has almost two decades' in-depth Asia Pacific experience, plus networks in the UK and Europe. She held senior management recruitment roles for over 15 years including country manager China at REED and director at Kelly Services, all based in Shanghai.

Lois is a conversational Mandarin Chinese speaker and has recruited executive and operational roles for organisations across the Asia Pacific region. She was also the first licensed personal branding strategist in China offering specialist recruitment, outplacement and career transition support for foreign executives based in the region.

During her Asian-based career Lois was a regular speaker and commentator on HR topics for international forums such as Channel News Asia TV and The Economist, and she opened the second day of the International Women's Forum in Hong Kong. She is also International Coach Federation (ICF) accredited in professional coaching and personal branding. Lois has organised numerous charity events and fundraisers over the years and also regularly volunteers her time offering career advice and personal branding assistance to young people advocating for causes close to their hearts.



## 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.



## Amelia Da Mota

RECRUITMENT RESOURCER

As NGO Recruitment's recruitment resourcer, Amelia assists our consultants with candidate searching, attraction, sourcing and screening.

Amelia spends a lot of her time researching and identifying very specific hard to find candidates via LinkedIn and the highly treasured NGO Recruitment candidate database.

Originally from France, Amelia has a wealth of experience in recruitment having held various HR and recruitment positions for Burger King, Fed Finance, Randstad and Manpower group in Paris.





# 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.

**act:onaid**



**GREENPEACE**  
グリーンピース・ジャパン



**350.org**



**WaterAid**



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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.



"WWF Singapore used NGO recruitment for a number of key roles in our fundraising team, including Head of Individual Giving, Database Manager and Head of Philanthropy, as well as a Specialist Global Palm Oil Expert role. WWF SG is embarking on an ambitious growth strategy so having the right talent on board is absolutely critical, but our existing HR team had limited fundraising candidate networks or the time. I would recommend NGO recruitment for anyone interested in hiring good fundraising talent."

**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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