

Welcome to **NGO Recruitment** **Asia Pacific & International**



Specialists in
not-for-profit sector
executive search,
recruitment and
HR services





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 and international 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 the Asia Pacific region and across the world.

What we do

Our focus is sector specific, role generic. Using executive search and 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 & International Recruitment and Outplacement Services Lead 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 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 and globally for more than 16 years. We also have Emma Adams, Manager – UK, Europe & the Middle East, our dedicated consultant who is based in the UK, Emma has 14 years' experience recruiting at the executive level for not-for-profits, fundraising and education advancement teams in Australia and Europe.

Our reach

NGO Recruitment has placed candidates and sourced candidates in Japan, China, Singapore, Mongolia, Myanmar, Laos, Vietnam, Cambodia, Indonesia, Thailand, Pakistan, Timor-Leste, Fiji, Papua New Guinea Latin America, Africa, and the Philippines. Where relevant, we work in partnership with our Australian and UK and Europe teams to extend our networks internationally to source the very best global talent for specialist roles.

"Plan International recently used the services of NGO Recruitment, and that of Lois Freeke in particular, for the recruitment of a Pacific Program Director in our Asia Pacific Region. Based on this experience, I highly recommend Lois and would certainly engage her again in the future. Lois was able to provide a timely and efficient, yet personal service that not only was successful, but left all stakeholders feeling very connected to the process.

She remained in regular contact with me at all stages of the process, so that if I ever had a question or concern, she readily responded. She was also extremely proactive, and was able to highlight any concerns, before they became an issue. Finally, last but not least, the pool of applicants she was able to provide was outstanding, and exceeded our expectations. All in all, it was an excellent experience, from start to finish, and I would recommend Lois and NGO Recruitment to others. "

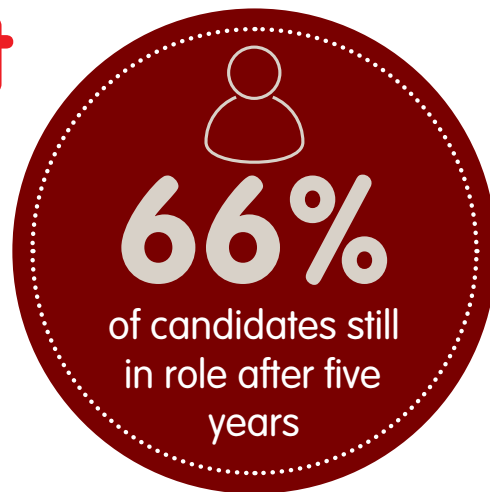
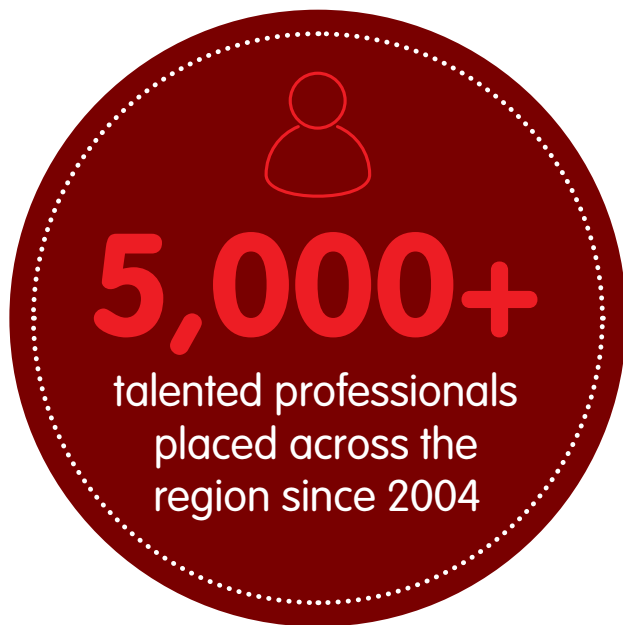
**SUMANT KUMAR, REGIONAL HUMAN RESOURCES & ORGANISATIONAL DEVELOPMENT PARTNER,
ASIA REGION, PLAN INTERNATIONAL**

“Lois is a very professional recruitment specialist. She followed up closely and organized all interviews effectively.”

MIKE LIU, ASSOCIATE DIRECTOR OF DEVELOPMENT, ASIA PACIFIC, THE NATURE CONSERVANCY



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 NFP and corporate networks

With almost 30 years' fundraising and NFP sector recruitment experience, our founder Richard Green is widely recognised as Australia's leading NFP executive search and recruitment professional. Our team of mature consultants has extensive experience in delivering quality recruitment and HR services to this highly specialised sector. Our unrivalled networks, leading search strategies and constantly-evolving candidate database of 200,000 registered professionals all allow us to source the very best local and international talent. NGO Recruitment also has the largest LinkedIn following of any other NGO recruitment agency worldwide, with more than 80,000 followers.

Our cross-sector reach

Our sector expertise means we are highly skilled at assessing and recommending ideal candidates from within the NFP sector. We are also highly successful at identifying and transitioning corporate and public sector talent with strong transferrable skills and a fresh perspective into NFP leadership roles. Not everyone is suitable, and assessing values alignment and cultural fit is, as always, of crucial importance.

Our specialist knowledge

Our consultants have expert knowledge of the complex environment in which NFPs operate. We understand the necessity for transparency and accountability to donors, funding bodies, clients and other stakeholders. And we deliver tailored executive search, permanent and temporary recruitment and HR services to match. We are also highly experienced at recruiting for government-funded NFPs 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 our search process is at the heart of our recruitment methodology. After almost two decades 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, 92% of our placed candidates are still in their role two years post-placement.

Our commitment

We are committed to our clients every step of the way and are honest from the outset about the challenges we may face. As the leading specialists in executive search and difficult to source roles, often with long lead times, we are always 100 per cent focused on 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 NFP 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 focus on diversity

We are committed to diversity and our recruitment processes are free from biases regarding a candidate's gender, age, race, religion, sexual orientation and other characteristics not relating to job performance. We search through diverse talent pools to provide you with the very best shortlist for every role.

Our international reach

With Lois Freeke focusing on Asia Pacific and International recruitment, plus a dedicated consultant in the UK and a team of experienced consultants in Australia, we work with a broad range of international NGOs and specialize in sourcing professionals from within the global NFP and wider business community. Our extensive international networks, candidate database and advanced online, print and social media advertising strategies allow us to shortlist the very best candidates regardless of location.

Our **specialist** recruitment services

Executive search – exclusive

At NGO Recruitment, we specialise in exclusive executive search and are highly successful at sourcing diverse executive leadership talent internationally. We seek out leaders who can adapt to change, balance innovation with risk, navigate transformation and bring diverse thinking to the boardroom table. Our advanced search processes are highly effective, as evidenced by our 100 per cent success rate.

We also specialise in assisting NFP organisations with board appointments. Our board practice is adept at sourcing remunerated and volunteer board directors from diverse backgrounds who contribute rich experience and fresh ideas.

Our specialist HR services

HR management

Our practical next-step career search strategies tap into our unrivalled client networks and can be applied immediately. Specific services include HR management services to complement our career coaching, interview core specialist recruitment services. Widely regarded as the trusted HR experts within the NFP sector, our consultants will guide you through leadership development, organisational and team design, restructuring and complex performance management. We also facilitate planning initiatives, team events and workshops to upskill line managers in all aspects of people management.

Outplacement and career transition

We are also the only sector recruitment and HR specialist providing bespoke and compassionate outplacement services designed specifically for NFP organisations. We manage and minimise the impact of redundancy on your employees, reduce stress and provide genuine career transition support and coaching to those affected.

“Thanks for the wonderful outplacement sessions. I have had several staff members tell me how excellent the experience has been and that the advice has been invaluable. Many thanks”

NON-PROFIT OUTPLACEMENT SERVICES CLIENT

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 & INTERNATIONAL, OUTPLACEMENT SERVICES LEAD

In her role as manager Asia Pacific & International, 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 early 90s and now has almost two decades' in-depth Asia Pacific and international experience. She held senior recruitment management roles for over 15 years including country manager China, REED and director, Kelly Services, all based in Shanghai, and she has recruited internationally since 2005.

Lois is a conversational Mandarin Chinese speaker. During her Asia career she was a regular speaker on international forums such as Channel News Asia TV and The Economist, she is now a regular contributor to Pro Bono Australia's career articles. Lois holds International Coach Federation (ICF) accredited certifications in professional career coaching, resume writing, social branding, and personal branding and assessment. She is also a certified AS/ Autism employment coach. Lois is an Associate Member of Career Thought Leaders, a global careers industry association and she volunteers for Project Displaced in Australia.



Emma Adams

MANAGER - UK, EUROPE & THE MIDDLE EAST

Emma has 12 years' experience recruiting for not-for-profits in Australia and Europe. Emma worked for Reed UK and then Hays Australia in Melbourne before joining NGO Recruitment as the Victorian state manager in 2015. Emma is widely considered a leading sector recruitment specialist having recruited 300+ fundraising roles.

Now based in the UK, Emma offers specialist search recruitment services plus a talent pipeline of candidates between the UK, Europe, Canada, Asia, Australia and New Zealand.



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.



Roles we recruit

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

**Board Directors,
Senior Executives
and Operations**

**Fundraising,
Development &
Advancement**

**Program /
Project Director,
Manager &
Coordinator**

**Administration,
EA/PA & Finance**

**Human
Resources**

**Advocacy,
Campaign
& Legal**

**Communications,
Media, Marketing,
Public and
Government Relations
& Graphic Design**

**Direct
Service**

Our clients

We have recruited for over 500 not-for-profit organisations.
Here is just a selection.

act:onaid



GREENPEACE
グリーンピース・ジャパン

AnimalsAsia
Kindness in action



350.org



The Nature Conservancy
Australia



WaterAid

redr
australia



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

AVERAGE 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 8-12: Candidate resigns and commences new role

POST-PLACEMENT

Initial follow up one week post-placement

Monthly follow up for three months

Ongoing support if required

*Please note these timeframes are variable depending the nature of the role and location. Some roles are filled in 6-8 weeks and others can take 12 weeks or more



"Thank you Lois! I asked all the candidates about their experience in liaising with NGO recruitment and everyone sang your praises. It's always a pleasure working with you. Thanks."

KIEREN FITZPATRICK, CEO, ASIA PACIFIC FORUM OF NATIONAL HUMAN RIGHTS INSTITUTIONS

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?



Australia and Asia Pacific's leading NFP sector specialist in executive search, recruitment and HR services with a reputation for service excellence



Almost 20 years' firsthand sector knowledge and longevity in the marketplace



Trusted recruitment team with a track record in placing over 5,000 talented professionals across Australia, Asia Pacific and internationally



Mature recruitment consultants who understand the needs of the sector and the importance of cultural fit



Extensive database of 200,000 candidates combined with the latest recruitment search technologies to source global talent

Quality assurance

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

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