

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 humanitarian aid, development, and human rights organisations, industry associations, climate, conservation, environment, and animal welfare organisations, education and research institutions, think tanks, and more.

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 and internationally, we are particularly experienced in the recruitment of country and regional leadership, programme management, technical and thematic experts, emergency response, communications, training, research, advocacy and campaigns strategist roles and fundraising/philanthropy roles. 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 Career Transition 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 and international experience and has recruited executive and operational roles for organisations including not-for-profits, across the Asia Pacific Region and globally for more than 20 years. Aya Long is our dedicated Associate Consultant, APAC with a passion for environmental and social issues. A global citizen and bilingual English Japanese speaker, Aya works closely with Lois helping to source candidates for international non-profit roles.

Our reach

NGO Recruitment has placed candidates and sourced candidates in countries and regions throughout Australia and the Asia Pacific region, in North and South America, the UK and Europe. Where relevant, we work in partnership with our Australian teams to extend our networks internationally to source the very best global talent for specialist roles.

"NGO Recruitment provided excellent service during the hiring process I have experienced recently. I found that Lois Freeke is a highly experienced professional recruiter. She provided critical information openly on every step in the selection process, so that candidates can present strength and value he/she will bring in to meet NGO's requirement. I tried to understand the requirement as clear as possible. She also provided the feedback post call/interview, honestly and timely, which was also very useful for me, as I had another opportunity progressing at the same time. Overall, it was very smooth process, and I highly appreciate her good communication skill and high professionalism. Thank you!"

YASUNORI TAKEUCHI, CORPORATE ACTION JAPAN

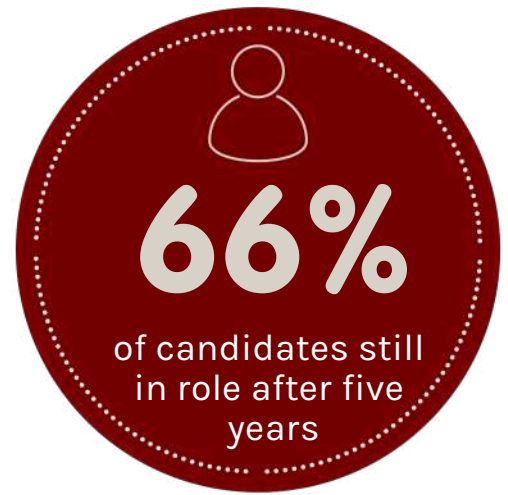


Plan International recently used the services of NGO Recruitment, and that of Lois Freeke in particular, for the recruitment of a Pacific Program Director in our Asia Pacific Region. Based on this experience, I highly recommend Lois and would certainly engage her again in the future. Lois was able to 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**

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?

Track record

NGO Recruitment has pioneered executive search and recruitment services for the Australian NFP sector for almost two decades. Since 2004, thousands of social impact organisations and professionals across Australia and the Asia Pacific have trusted us to secure them the very best candidates and job opportunities.

Connections

Our unrivalled connections, in-depth sector experience and reputation for both client and candidate service excellence enable us to find and attract the right talent who will thrive within NFP organisations. With an extensive database and more than 300,000 followers on LinkedIn, our clients gain exclusive visibility and access to a highly-engaged international NFP community.

NFP expertise

After 20 years, we have also gained a deep knowledge and expert understanding of what drives the NFP sector across the region and the specific demands our clients face regarding accountability and transparency to funding bodies and other key stakeholders. We are therefore highly successful at matching the right candidate with the right organisation within this unique environment.

Cross-sector reach

Our NFP expertise also means we are highly skilled at assessing and recommending ideal candidates for our clients from within the sector. But we are also highly successful at identifying and transitioning corporate and public sector professionals with transferrable skills and a fresh perspective into NFP roles.

Commitment

We are committed to achieving a positive, ethical outcome and are honest about the challenges we may face from the outset. 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 only stop once we do.

Service excellence

Our service excellence also underpins our longstanding relationships within the NFP sector. We often partner with our clients for the long term, and our candidates often become clients themselves. We go above and beyond in everything we do, and our can-do, results-driven approach is highly valued.

Focus on diversity

We embrace equitable recruitment practices and represent candidates reflective of the diverse organisations and communities we work with. As such, our processes are free from biases regarding a candidate's gender, age, race, religion, sexual orientation and other characteristics unrelated to job performance.

Our international reach

With Lois Freeke and Aya Long focusing on Asia Pacific and international recruitment, 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.

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, designed by an International Coach Federation certified coach, to those affected. Our practical next-step career search strategies tap into our unrivalled client networks and can be applied immediately. We offer both individual and group outplacement sessions and all programmes are customised to your requirements.

“Lois, thank you so much! Today’s session was so great and has given me so much to work with. I’m so grateful for all your fantastic advice and coaching. You’ve helped me narrow down my direction and I feel more confident in my skills now.”

NON-PROFIT OUTPLACEMENT SERVICES CLIENT

“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

Richard is well-known and respected in not-for-profit circles primarily because of his deep-seated integrity and insight into how to harness human talent to create a better world.



He's proud of NGO Recruitment's 100% success rate and cultivates a culture where thoroughness trumps throughput: ensuring his consultants can take the time to deeply understand clients needs and deliver quality placements.

Before launching NGO recruitment in 2004, Richard established a reputation for success in non-profit and charity fundraising. In building and guiding teams responsible for philanthropy, giving, grants, campaigns and direct marketing, Richard came to appreciate the critical importance of hiring highly skilled, articulate and motivated people.

He knows that crucial environmental, health, and societal improvements are put at risk when non-profits can't attract people ideally suited to the sector's challenges—from the Board and senior leadership level right down to people answering phones or engaging donors on the street. As the leader of NGO Recruitment, Richard draws on his 25 years' recruitment and sector leadership experience to provide mentorship to an expert team that has placed over 5,000 candidates in more than 600 organisations across Australia and internationally. He directs and refines consultation and sourcing processes with the goal of being able to genuinely present the best available talent in the marketplace to clients.

In what can be a cutthroat industry, he has earned trust through delivering a transparent and considerate experience for both clients and candidates. He champions an approach that prioritises communication and feedback, and never compromises on quality for a fast outcome.

Lois Freeke

MANAGER, ASIA PACIFIC & INTERNATIONAL / CAREER TRANSITION SERVICES LEAD

With an international background and global recruitment expertise, Lois manages NGO Recruitment's Asia Pacific and international recruitment including domestic placements. She has more than 20 years' recruiting experience, leadership, and business expertise, and is often invited to be a media resource and spokesperson on career development and international non-profit recruitment topics.



Lois has a stellar reputation built on personal integrity, reliability, and professionalism. She is driven by a genuine desire to support candidates with their social impact careers and to expand the not-for-profit sector, to increase its impact. Since joining NGO Recruitment in early 2019, she has helped many international non-profits with multi-country operations to hire effectively.

She also helps Australia-based NGOs seeking to foster diversity or hire for international experience.

Having lived and worked overseas in Asia for much of her career, including a role as the China GM of a global recruitment brand, Lois understands the challenges faced by international recruitment and the complexities of building global teams. Lois' depth of international experience and rigorous approach means she excels in sourcing a broad range of roles, including senior leaders, finding candidates with unique skills, and recruiting for positions affected by local talent shortages.

Lois has found exceptional candidates for hard-to-fill roles, such as regional directors for complex programmes in Asia and the Pacific, campaign strategists, and technical and thematic experts for international development, humanitarian aid, climate action, research institutes and animal welfare organisations, among others, internationally. Lois is the recruiter who clients call on when their recruitment efforts have been exhausted and they need to retain the services of an industry specialist.

Lois has numerous professional qualifications in career development, coaching, and resume writing, all accredited by the International Coach Federation (ICF), and is also a certified Asperger's/Autism employment coach. She also established NGO Recruitment's career transition services—a first-of-its-kind offering for the non-profit sector, and co-authored NGO Recruitment's International Nonprofit Careers Guide.

Prior to making for-purpose recruiting and career coaching her focus, Lois held several senior leadership roles internationally in recruitment and marketing; and also ran her own successful business. Lois supports environmental and humanitarian causes and is a career mentor for global environmental initiatives #opendoorclimate and Terra.do. Lois completed a Climate Change, Learning for Action Fellowship with Terra.do.

Aya Long

ASSOCIATE CONSULTANT, APAC

Aya joined NGO Recruitment in 2024 as an associate consultant and is already a considerable asset to our Asia Pacific clients and candidates. A true global citizen bilingual in English and Japanese, Aya grew up in Hong Kong, studied in Singapore and New York, lived and worked in Los Angeles and Tokyo, and is now based in Brisbane.



In 2023, Aya completed a Master of Science in Global Affairs, specialising in environmental and energy policy from the University of New York. Her passion for and in-depth knowledge of current international climate, sustainability and social impact policy ensures she is highly adept at conducting complex multinational recruitment searches and sourcing hard-to-find international candidates for our clients.

A high achiever with a strong work ethic and a positive attitude, Aya is strategic and analytical in her approach, helping NGO Recruitment meet the current high demand for international climate, environment and renewable energy-related professionals.

Roles we recruit

For the past 20 years in the not-for-profit sector
we have recruited every role at every level.

Fundraising,
philanthropy
and partnerships

C-suite, executive
management
and board directors

Communications,
marketing and
government
relations

Policy, research,
campaigns and
advocacy

Programs and
projects

Frontline and field
service

Monitoring and
evaluation

People and
culture

Administration
and operations

Finance, legal and
other

Our clients

We have recruited for over 600 not-for-profit organisations. Here is just a selection.



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

We have sourced and placed candidates globally. Below is a map of the regions we have **●sourced** and **●placed** candidates in.

- | | |
|----------------------------|----------------------|
| ● ● Australia | ● ● Singapore |
| ● ● NZ | ● ● Myanmar |
| ● ● Fiji & Pacific Islands | ● ● Pakistan |
| ● ● Japan | ● ● Korea |
| ● ● UK | ● ● Cambodia |
| ● ● Europe | ● ● Hong Kong |
| ● ● Philippines | ● ● Laos |
| ● ● Thailand | ● ● Papua New Guinea |
| ● ● Indonesia | ● ● Timor-Leste |
| ● ● Vietnam | ● ● Canada |
| ● ● Latin America | ● ● Bangladesh |
| ● ● India | ● ● Sri Lanka |
| ● ● China | ● ● Africa |
| ● ● Nepal | ● ● Malaysia |
| ● ● US | ● ● Mongolia |
| | ● ● South America |



Our process

There are four general stages across all of our specialist permanent 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 – REFERENCES, SALARY NEGOTIATION AND FOLLOW-UP

- Conduct interview debrief and assist with final candidate selection
- Extensive reference checking and other checks (on request, NGO Recruitment will undertake additional probity checks, including criminal and working with children checks)
- Assist with offer management and transition to commencement
- Conduct post-placement review and regular candidate follow-up

"I would like to give Lois a big shout out for helping us through an extremely important recruit for our organisation. Lois was seriously professional in her interaction with me as a client and drew down on her extensive contacts to bring some very solid candidates to the table for consideration. Recruitment processes can be difficult processes to go through for employers and candidates alike - Lois paid particular attention to the welfare of all shortlisted candidates, which speaks to her integrity as a recruiter. Would I recommend? Absolutely."

DARREN WILLIAMSON, DIRECTOR OF OPERATIONS, REDR AUSTRALIA

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: Reference checks, offer and package negotiation

Week 8-12: Candidate transitions to commencement

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, Instagram
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



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 270,000 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.

Sydney Head Office
+61 (0) 2 8243 0570

Melbourne
+61 (0) 3 8080 8978

Brisbane
+61 (0) 7 5530 8066

Asia Pacific & International
+61 (0) 408 629 107

ngorecruitment.com

info@ngorecruitment.com



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