

Position	: Program Coordinator - Investment Readiness
Duration	: Contingent upon project award (latest starting date March 2025) – February 2026
Based in	: Jakarta, Indonesia (Hybrid Working Arrangement)
Reporting to	: Investment Advisor and collaborating closely with the Program Team.
Travel Requirement	: Frequent domestic travels as and when required
Employment Status	: Full-time, contract-based with possible extension

About New Energy Nexus

Clean energy innovations are disrupting how the world operates – a shift that could unlock trillions in economic development, create more jobs, and empower millions of people with access to clean, affordable energy. But to ensure the benefits of 100% clean energy go to 100% of people around the world, we need even more diverse and thriving clean energy entrepreneurs. And there's no time to waste.

New Energy Nexus is the world's leading ecosystem of funds and accelerators supporting diverse clean energy entrepreneurs. **In Indonesia**, New Energy Nexus works to support the development of ecosystems that can support the needs of not only innovators, startups, and entrepreneurs, but also other stakeholders in the clean energy and climate solutions sectors.

About the Role

We are seeking a passionate and proactive **Program Coordinator with a focus on Investment Readiness** to join our team. This role will focus on providing essential support to entrepreneurs and businesses in their journey to becoming investment-ready. The coordinator will play a crucial role in engaging with investors on impact investing, mapping the local investment landscape, and providing tailored programming to help drive sustainable business growth in alignment with climate goals.

While this role does not involve direct investment decisions, it will be instrumental in ensuring that businesses are prepared for and connected to the right funding opportunities. The ideal candidate will have a deep understanding of the climate and sustainability sectors, with a strong ability to support businesses in navigating challenges and preparing for impact investments.

Key Responsibilities

- **Program Design & Implementation:**
Develop and manage programs and workshops to help businesses and entrepreneurs improve their investment-readiness. This includes offering mentorship, capacity-building activities, and providing tailored advice to businesses on how to approach and prepare for investors.
- **Entrepreneur and Business Support:**
Work closely with early-stage entrepreneurs and businesses to identify their specific needs, offer guidance on business strategies, and prepare them for potential investment opportunities.
- **Investor Engagement:**
Engage with potential investors, build relationships, and ensure that businesses are well-positioned to meet investor expectations. Facilitate connections between investors and entrepreneurs by organizing pitch events, meetings, and other investment-related activities.
- **Local Landscape Scoping:**
Conduct research and mapping of the local investment landscape, identifying key players, trends, and opportunities in the climate and sustainability sectors. Provide regular updates on relevant investment opportunities, challenges, and potential partners for businesses in the program.
- **Monitoring & Reporting:**
Track the progress of entrepreneurs and businesses, measuring their development toward



investment readiness. Provide regular updates and reports on program outcomes and participant progress.

- **Networking & Relationship Building:**

Foster relationships with local and international stakeholders, including government bodies, development organizations, investors, and other key players in the climate and investment space. Attend relevant events, forums, and conferences to stay informed on trends and developments in impact investing and climate finance.

Minimum Requirements

1. A degree in Business Administration, Economics, Sustainability, Environmental Science, or a related field.
2. At least 3-5 years of experience in program management. Experience in VC/startup space or incubation/acceleration programs and some knowledge in climate tech/impact investment are highly preferred.
3. Familiarity with the challenges and opportunities faced by small and medium enterprises (SMEs) in emerging markets.
4. Strong program & project management experience with complex projects involving multiple external stakeholders.
5. Excellent communication skills, both written and verbal, with the ability to interact with diverse stakeholders, including entrepreneurs, investors, and local communities.
6. Strong networking abilities and a proven track record of building and maintaining relationships with early-stage investors (i.e., VC, CVC, angel, and/or impact investors), stakeholders, and partners.
7. Attention to detail and ability to meet deadlines.
8. Professional fluency in Indonesian and English is a must.

Preferred Qualifications:

1. Self-starter with a strong sense of initiative and a passion for climate action and sustainable development.
2. Entrepreneurial mindset, able to adapt to a fast moving and dynamic work environment
3. Analytical mindset with the ability to assess business needs and develop solutions that enhance investment-readiness.
4. Ability to work independently within a global team with various time zones
5. Collaborative, with a team-oriented approach to problem-solving.
6. Highly resourceful person with the ability to come up with new ideas and concepts to design the program activities

What We Offer

- Opportunity to work on a variety of impactful projects driving sustainability and innovation.
- A collaborative, inclusive, and dynamic work environment
 - At NEX, we foster a collaborative and inclusive work culture where your ideas are valued and your voice is heard. You'll have the chance to work with a diverse team of passionate individuals, both at local and global level, who are dedicated to driving positive social change.
- A flexible work environment
 - We understand the importance of work-life balance, which is why we offer flexible work arrangements to accommodate your needs. Whether you prefer remote work options or a hybrid model, we strive to create a supportive environment that allows you to thrive both personally and professionally.
- Professional growth opportunities, including training and mentorship.
 - A compensated training budget.
- Competitive salary and benefits package, including health insurance and leave.
- Opportunities for Travel



- There will be occasions for travel within Indonesia to support community engagement initiatives, events, or partnerships.
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How to Apply

To apply, please submit your **CV** and a **cover letter** in PDF format detailing your qualifications and interest in the role to indonesia@newenergynexus.com

Please use the subject “[PROGRAM - APPLICATION] Program Coordinator - Investment Readiness | Your Full Name

Applications will be accepted until **31 January 2025**.

We appreciate everyone’s application, but only have the resources to respond to shortlisted applicants.

Diversity and Inclusion

New Energy Nexus is committed to fostering a diverse and inclusive workplace. We encourage applications from individuals of all backgrounds, especially women and individuals from underrepresented communities.

