



The United States-Indonesia Society
Is seeking applications for the position of
Vice President
Application Deadline: October 12, 2025

USINDO's Mission

USINDO deepens U.S.-Indonesia mutual understanding and strengthens our countries' capacity for joint advancement.

Programs deepening mutual understanding include speaker's programs on key topics, high-level roundtable discussions, and exchange programs in both countries. Our bilateral projects strengthen the educational capacity of Indonesians through U.S. study, create career opportunities that benefit both countries, and assist in expanding bilateral trade and investment.

Job Opening

We seek to hire an individual who will assist the USINDO President in program management, program design, and fund raising, as well as have responsibility for designated programs and activities. The position reports to and is responsible to the President of USINDO.

General responsibilities

- (a) Design and implement, in consultation with President, major USINDO programs, including program planning, outreach to potential sponsors and partners, and ensuring program outcomes achieve objectives.

- (b) Develop new program initiatives, particularly in areas that respond to priorities and opportunities of the new administrations in the U.S. and Indonesia. Recent new programs include increasing capacity for enhanced trade and investment and a planned joint project for bilateral workforce enhancement in STEM and high-tech skills. (Technical expertise in these areas is not required.)
- (c) Prepare proposals for securing new and renewed funding for current programs, in consultation with President. Identify sources of funding from private foundations, corporations, and governments.
- (d) Carry out defined responsibilities in daily management of USINDO.

Specific responsibilities:

- (a) Speaker's Programs: Create regular Zoom or in-person speakers' programs on topics of binational interest, target of six per year.
- (b) Project Management: Primary responsibility for oversight and management of key USINDO projects, including Summer Studies, Ed Masters Fellows, Professional Fellows Program, Daily News, and others as assigned.
- (c) Fund raising: In consultation with the President, develop and implement strategy for enhancing fund raising from U.S. and Indonesian sources, including corporate, foundation, event-related revenue, and individual donations.
- (d) Such other duties as may be assigned by the President.

Background and qualities sought:

- Master's Degree preferred
- Minimum 10 years of experience managing international programs
- Project management ability

- Strong writing skills
- Ability to create new program ideas and manage events
- Cross-cultural, program management, or diplomatic skills
- Willing to locate in Washington, D.C
- Indonesia experience a plus but not mandatory

Location: Washington, D.C.

Salary: Competitive salary for the D.C. market

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Please submit: CV, three references, three writing samples, and a one-page statement of why you are interested in this position and what you would bring to it.