

Adoptions Manager

About Soi Dog Foundation:

Soi Dog Foundation is the largest animal welfare organisation in Asia dedicated to helping stray dogs and cats. Soi Dog Foundation sterilises, vaccinates, administers medical treatment, shelters, promotes adoption of stray dogs and cats in Thailand, and runs education programmes on animal welfare. Soi Dog Foundation is also actively working to end South East Asia's dog meat trade, and is expanding within South East Asia, having recently opened an operation in Vietnam.

Soi Dog's Mission Statement is: **"To improve the welfare of dogs and cats in Asia, resulting in better lives for both the animal and human communities, to create a society without homeless animals, and to ultimately end animal cruelty"**. Its core values are compassion, honesty, integrity and transparency.

JOB DESCRIPTION

- **Job Title and Summary:** The purpose of this role is to secure safe, appropriate and timely adoptions of dogs and cats to private homes both overseas and in Thailand, and to rescue partners in Canada and the USA. The Adoptions Manager oversees full adoptions process, which includes selecting and promoting animals that are suitable for adoption, screening potential adopters, ensuring animals reach their new homes in a safe and timely manner, and supporting new owners post adoption. The Adoptions Manager will work in partnership with internal departments and external partners and volunteers to maintain space at the shelter in Phuket to enable Soi Dog Foundation to continue to admit and treat street dogs and cats.

- **Key Responsibilities:**

Manage and support the Adoptions Team staff members to achieve objectives, including delivery of training, yearly target setting, performance reviews, staff development and quality assurance.

Work in partnership with and support overseas Adoption Support Service Teams.

Work in partnership with internal departments, external partners and stakeholders to achieve annual adoptions target as set by the Soi Dog Foundation Board.

Regularly review adoptions policies and procedures.

Regularly review and develop promotional tools, in partnership with key colleagues and stakeholders, to increase awareness of Soi Dog Foundation's adoption programme.

Develop and maintain partnerships with appropriate rescues in Canada and the USA.

Develop and maintain reporting tools with partner rescues, to ensure that animals are re-homed in line with Soi Dog Foundation's values, and that updates are received on how the animals are doing in their new homes.

Maintain close partnership working with the Animal Welfare Team, to ensure adopters/rescues receive timely and transparent information about an animal's health. This includes reviewing all medical waivers to ensure they are clearly written in a language that can be understood by adopters/partners/vets.

Maintain close partnership working with the Behaviour and Enrichment Team, to ensure adopters/rescues receive timely and transparent information about an animal's behaviour.

Develop and maintain open communication and positive relationships with key Customs staff members at overseas airports.

Manage Adoptions Team activities within annual budget.

- **Department and Supervisor:** This post reports to CEO of Soidog Foundation.

- **Skills and Qualifications:**

Essential

Excellent spoken and written English.

Ability to work under pressure, prioritise effectively and to multi-task.

Excellent organisational skills.

Experience in managing teams.

Experience in supporting volunteers.

Experience in developing policies and procedures.

Experience with dogs/cats.

Excellent customer service skills.

Ability to communicate with people at all levels.

Excellent computer skills, including email, google docs and Word.

Desirable

Experience of working with shelter animals.

Good understanding of canine behaviour/needs.

- **Location:** The post is based at Soi Dog Foundation's shelter in Mai Khao, Northern Phuket.

- **Type of Employment:** This is a full time paid post.

Benefits:

- Five-day work a week 08:00-17:00 with two days off. (May be required to work weekend or flexible time depending on their duties as directed by their Head of Department.)
- 19 annual holidays (including Thai National Holidays) rising to 25 days with year of service
- Annual Salary Adjustment
- Annual Service bonus
- Social Security
- Provident Fund
- Uniform

Soi Dog is an equal opportunities employer and does not discriminate on the basis of age, sex, sexuality, religion or disability.

HOW TO APPLY

Please send your CV, together with a covering letter detailing why you think you would be appropriate for this role, to hr@soidog.org to reach us by 31/01/2018.

Short-listed candidates will be notified by email.