



# Corporate Partnership and Event Coordinator

## 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 the adoption of stray dogs and cats in Thailand, and runs education programmes on animal welfare. Soi Dog Foundation is also actively working to end the South East Asia 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.

For more information, please visit: [www.soidog.org](http://www.soidog.org)

## JOB DESCRIPTION

**Job Title and Summary:** The key function of the Corporate Partnership and Event Coordinator is to work closely with the Director of Fundraising Thailand to develop new corporate partners as well as maintain existing corporate partners, events and overall operations. This position reports to Director of Fundraising Thailand, while working closely with Marketing team and Visual Creative Service team to help build and deploy creative and impactful sponsorship packages. Overall this position will assist in increasing income stream through collaborative partnerships and events.

### Job Purpose

- **Donor Acquisition:** Conduct mapping and analysis of potential partnerships with corporate that strategically fit with Soi Dog Foundation and Partnership Strategy. This includes technical analysis of donors' priority/trend of their social issues/programs (CSR priority issues/impact areas) and regularly updating the list of potential donors; establishing new partnerships with potential donors, and proceeding partnership business process with new donors/existing donors. Explore and join events to raise income as well as brand awareness.
- **Donor Retention:** Co-develop retention business process with the Director of Fundraising Thailand and deliver effective communication with existing donors to establish good relationships and pursue new or sustaining current partnerships through various approaches and engagement. Coordinate with Operation Team to ensure project implementation reports and accountability is delivered to donors.
- **Tracking, Monitoring, and Internal Reporting:** Support data and update for tracking income, pipelines periodically using the established funding tracking system. Provide reports to relevant internal stakeholders.

## **Key Responsibilities:**

### **1. Donor Acquisition**

- a. Supporting Director of Fundraising Thailand to develop/adjust the business process of Donor Acquisition to ensure it is effective and accountable.
- b. Conduct mapping and analysis of potential partnerships that fit with Soi Dog Foundation by conducting a technical analysis of donors' priority/trend of their social issues/programs (CSR priority issues/impact areas) and regularly updating the list of potential donors.
- c. Establish new partnerships with potential donors by regularly approaching potential donors through various channels including email, meeting calls, online and offline events.
- d. Proceed partnership business process with new donors/existing donors
- e. Research and join relevant events, make site visits to grow event and / or merchandize income as well as build brand awareness

### **2. Donor / Partner Retention**

- a. Co-develop retention business process with the Director of Fundraising to achieve good relationships and pursue new or sustaining partnerships.
- b. Establish effective communication with existing donors which include providing regular updates related to the current partnership implementation and organizational major-public updates through various means of effective communication.
- c. Conduct regular donor events including concept design and execution in close coordination with the Director of Fundraising and Marketing team.
- d. Coordinate with Operation Team to ensure project implementation reports and accountability is delivered to donors.
- e. Maintain and regularly update the donor database

### **3. Tracking, Monitoring, and Internal Reporting:**

- a. Support data and update for tracking income, pipelines periodically using the established funding tracking system.
- b. Provide on-time regular updates and reports to the Director of Fundraising Thailand.
- c. Provide and contribute updates & reports to corporate partnership
- d. Ensures quality standards of document keeping, retrieval, and sharing mechanism particularly legal documents related to the partnership with donors.

### **4. Other Duties**

- a. Provide leave coverage for other functions in the team, and participate in special projects as needed
- b. Liaise with other departments when assistance from the fundraising team is required

**Department and Supervisor:** This position reports to the Director of Fundraising Thailand

## **Skills and Qualifications:**

### **Education**

- Bachelor's degree in Communication, Arts, Marketing, or in relevant fields

### **Knowledge**

- Knowledge of funding opportunities especially in the corporate CSR and development partners
- Familiar with animal welfare concept and issues is an advantage but not required
- Ability to represent Soi Dog Foundation
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## **Experiences**

- Minimum 3 year experience in CSR / sustainability sector, fundraising, , or similar jobs and working with NGO
- Demonstrate experiences in handling and managing events both virtual and offline
- Representational skills, able to present information concisely and effectively to external stakeholders

## **Essential**

- Native Thai speaker (Thai nationality)
- Proven project management skills. The ability to meet deadlines and targets under pressure
- Excellent written and oral communication skills (both Thai and English)
- Strong computer skills, in particular Microsoft Office suites
- Strong organization skills, with the ability to manage in timely manner
- An excellent team player
- Excellent interpersonal skills
- Good problem solving skills

## **Desirable**

- Experience in fundraising or direct marketing
- Demonstrate knowledge of corporate social responsibility and social impacts
- Experience or understanding of NGOs
- Experience or understanding of animal welfare or animal welfare organization

**Location:** Soi Dog Foundation, Bangkok, Thailand

**Type of Employment:** This position is full-time employment.

## **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 13 days) rising to 25 days with year of service
- Annual Salary Adjustment
- 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. Soi Dog Foundation does give preference to Thai candidates for jobs in Thailand.**

## **HOW TO APPLY**

Please send your CV together with a covering letter **in ENGLISH** detailing why you think you would be appropriate for this role, to [hr@soidog.org](mailto:hr@soidog.org)

Short-listed candidates will be notified by email.