



FUNDRAISING ADMINISTRATION ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

About Soi Dog

Soi Dog Foundation is the largest animal welfare organisation in Asia dedicated to helping stray dogs and cats. Our mission 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'*.

The values we rate are passion, compassion, honesty and transparency.

To find out more about Soi Dog please visit: www.soidog.org

Job Summary

This is an exciting time to join Soi Dog, as this year we are celebrating our 20th anniversary and continuing to rapidly accelerate our programme growth in Thailand and beyond. This newly created position will play an important role within the International Fundraising team and support us in raising the funds required to reduce the suffering of stray dogs and cats in Asia.

We are seeking an organised, proactive and conscientious Fundraising Administration Assistant who has exceptional attention to detail, can provide excellent supporter experience and build relationships with our donors as well as prioritise a varied workload.

This role will provide support across the International Fundraising team such as managing and responding to supporter correspondence (primarily digitally), supporting on the management of our In Memory giving programme and assisting with all other administrative requirements. Preferably the successful candidate will be able to demonstrate previous experience of working as part of a team and strong IT and administrative skills.

The Fundraising Admin Assistant will be a full-time member of the International Fundraising team and will be based at Soi Dog's headquarters in Phuket, Thailand. This role reports directly to the Director of International Fundraising.

Duties and Responsibilities

- Provide administration and operational support across the International Fundraising team;
- Be the first point of contact for fundraising enquiries in the supporter inbox;
- Develop excellent and enduring relationships with current and potential supporters;
- Send relevant fundraising materials to individuals raising money for us;
- Support event administration, tracking fundraising pages and producing reports. Confidently navigate and manage platforms, such as JustGiving;
- Liaise with a wide variety of people both internally and externally including supporters of the charity, board members and staff within Soi Dog;

- Ensure compliance to data protection, confidentiality and relevant organisational policies and procedures;
- Other duties as required across the team.

Skills and Experience

- Strong administrative and organisational skills with experience from previous role(s)
- You must have excellent written and verbal English (native or fluent)
- Thoroughness and attention to detail
- Exceptional organisational skills
- Strong team player and highly collaborative
- Knowledge of Microsoft Office and virtual meeting systems such as Zoom and Teams;
- You will be adaptable and flexible, while displaying a methodological approach to your work;
- You will have a proven ability to work to deadlines and manage your workload effectively;
- You will be experienced in building good working relationships with colleagues and the confidence to build relationships externally which benefit the charity;
- Enthusiastic and flexible with a strong willingness to learn.

Working Hours and Location

This position will be based at Soi Dog's headquarters in Mai Khao, Phuket in Thailand. Working hours are between 08:00-17:00 five days a week (Monday-Friday) with two days off. You may be required to work evenings, weekends or flexible times depending on demand.

Additional Information

- 19 annual holidays (including Thai National Holidays) rising annually on an incremental scale
- Annual Salary Adjustment
- Social Security
- Provident Fund
- Uniform

To Apply

Please send your CV and a cover letter detailing your suitability for this role to hr@soidog.org

Closing date for applications is Friday 3 February 2022.

If you require any more information or assistance with your application, please email hr@soidog.org

Soi Dog Foundation is an equal opportunities employer and does not discriminate on the basis of age, sex, sexuality, religion or disability, although for jobs based in Thailand, preference is given to candidates of Thai nationality.