



MAJOR GIFTS OFFICER 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 celebrate our 20th anniversary and continue to rapidly accelerate our programme growth in Thailand and beyond. Key to delivering and sustaining this growth is the newly created Major Gifts Officer role who will play an integral role in developing income and managing donor stewardship across international audiences, initially focussing on the UK and US.

Working collaboratively with the Director of International Fundraising you will research prospective HNWI, corporates, trusts and foundations and craft compelling cases for support to inspire and nurture these relationships to secure major gifts. Underpinning your success will be your proactive attitude and solutions-based approach.

Alongside working with an existing portfolio of major givers in the US and UK, you will be responsible for growing this donor pipeline through research, prospecting, engagement and cultivation. We're looking for someone with existing experience (2 years'+) and who is confident and persuasive in making asks and securing donations.

The successful candidate will be a full-time, contracted member of the International Fundraising team and will be based remotely in the UK. You will primarily work with the team based in Phuket and the UK but be a self-starter who is comfortable working autonomously. This role reports directly to the Director of International Fundraising.

Duties and Responsibilities

- Research and identify leads for major gifts and grants from HNWI, corporates, trusts and foundations with a specific focus on the UK and US;
- Develop acquisition strategies and inspiring cases for support for large donations;
- Provide exceptional ongoing stewardship at every stage to prospective and existing major donors/grant giving organisations;
- Deliver thought leadership and strategic recommendations that supports the planning of the major gifts' strategy;
- Develop in-depth research profiles (including due diligence) and briefings for high value prospects and donors;

- Monitor external environments including direct/indirect competition and key prospect research trends;
- Look after and acquire major gifts individually by phone, in writing or in personal meetings;
- Organise and participate in fundraising events to strengthen relationships with donors;
- Develop written materials for correspondence, proposals, events collateral, reporting and other communications as needed.

Skills and Requirements

- Experience overseeing multiple vendor relationships, with the ability to lead meetings and monitor output/impact of vendors and consultants;
- Strong interpersonal, written, and oral communication skills and comfort working in a high-energy, fast-paced, and collaborative environment;
- Sharing relevant information in a clear, timely and concise manner;
- Ability to work independently; move projects from conceptual stages to launch; and handle multiple and often competing deadlines;
- Ability to adjust priorities to address changing situations and conditions;
- Outstanding, proven time management and organisational skills;
- Knowledge of and interest in emerging concepts and practices in the fields of philanthropy and CSR.

About You

- You must have at least two years demonstrable experience of fundraising through managing and securing major gifts for a non-profit organisation;
- You are enthusiastic and passionate about animal rights/welfare and Soi Dog's goals and represent them in a professional manner;
- Significant and demonstrable experience in the solicitation of principal gifts at the \$5,000+ level;
- Proven ability to steward relationships with donors in a way that enhances continued and increased levels of support;
- Significant experience in the design and implementation of effective prospect solicitation strategies and cases for support;
- You have excellent native or fluent communication skills in English (written and oral) and a confident, professional and friendly demeanor;
- You can explain things well and are passionate and persuasive;
- You have creativity, flexibility and a structured, independent and proactive way of working;
- You have very good skills in the areas of project management, strategic thinking and analysis.

Working Hours and Location

This is a full-time, contracted position based remotely in the UK.

40 hours, five days a week (Monday-Friday). You must be willing to work flexibly across multiple time zones.

You must also be willing and flexible to travel both nationally and internationally. This will include trips to the United States, Thailand and other countries relevant to your role.

To Apply

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