



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 we scale our international fundraising and marketing, as well as accelerate our programme growth in Thailand and beyond. The Major Gifts Officer role sits on the Philanthropy and Partnerships team and will be responsible for major donor stewardship across international audiences, with a strong focus on the UK and US. This position will implement communications and donor journeys for the major giving programme, as well as personally stewarding donors, working closely with the Philanthropy & Partnerships Manager to achieve income targets.

You will carry out research of prospective HNWI 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 maintaining donor communications pipelines through research, prospecting, engagement and cultivation. We're looking for someone with previous fundraising experience who is confident in developing communications and supporter journeys for major donors.

The successful candidate will be a full-time, contracted member of the International Fundraising team and will be based remotely in the UK, or alternatively in the US. You will primarily work with the P+P team based in the UK and the wider team in Phuket but be a self-starter who is comfortable working autonomously.

Duties and Responsibilities

- Research and identify leads through a variety of methods, including wealth profiling and digital targeting, for major gifts and grants from individual major donors, with a specific focus on the UK and US.
- Develop and implement donor communications and supporter journeys for major donors.
- Provide ongoing bespoke stewardship and communication at every stage to prospective and existing major donors and at times, grant giving organisations, working closely with the Senior Corporate and Grants Officer.

- Support the P+P Manager with implementation of the major gifts' plan.
- Assist with 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.
- Organise and coordinate communications for major gifts, and assist with stewardship as needed, individually by phone, in writing or in personal meetings.
- Support fundraising events to strengthen relationships with donors.
- Assist in developing cases for support and seek funding from new sources for Capital Appeals.
- Develop written materials for correspondence, proposals, events collateral, impact reporting and other communications as needed.
- Implement high value giving club alongside P+P Manager.
- Maintain accurate records of all major donor activities in the CRM system and ensure the major gifts pipeline is regularly updated
- Develop supporter journeys including communications including webinars, email appeals and newsletters, giving major donors access to programme staff and new and exclusive information.
- Support the P+P Manager with the major donor end of year appeal.
- Manage the partnership email inbox, passing enquiries to the P+P Manager and the Senior Corporate and Grants Officer as needed.

Skills and Requirements

- Experience supporting and developing stakeholder relationships, with the ability to lead meetings and monitor programme impact and present on findings.
- 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.
- Desirable: Experience with Raisers Edge NXT and Mailchimp

About You

- You should have two years' demonstrable experience of fundraising through managing and securing major gifts for a non-profit organisation.
- Experience in soliciting gifts at the \$1,000 level.
- Experience supporting donor communications and stewardship programmes.
- Proven ability to develop effective donor communications that enhance continued support.
- You are enthusiastic and passionate about animal rights/welfare and Soi Dog's goals and represent them in a professional manner.
- Experience in implementing prospect communications strategies and supporting cases for support.
- Proven ability to steward relationships with donors in a way that enhances continued and increased levels of 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 skills in the areas of project management, strategic thinking and analysis.
- Able to work autonomously as well as be a supportive team player.

Working Hours and Location

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

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 at times internationally.

Reporting Line

Reports to: Philanthropy & Partnerships Manager

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

Short-listed candidates will be notified by email

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