



CORPORATES AND GRANTS FUNDRAISING OFFICER (CONTRACT)

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 have plans in 2025 to scale our international fundraising and marketing, as well as accelerate our programme growth in Thailand and beyond. The newly created Corporates and Grants Officer role plays a crucial part in securing and managing relationships with corporate partners and grant-making organisations. This position will support the development and implementation of corporate partnership and grant fundraising strategies, working closely with the Philanthropy & Partnerships Manager to achieve income targets.

Contract Terms

- 12-month fixed term contract with possibility of extension
- Full-time position (40 hours per week)
- Remote working in the UK, or the US, with travel required for donor meetings and events
- Ability to work across multiple time zones essential

Key Responsibilities

Corporate Partnerships

- Research and identify potential corporate partnerships ensuring we are maximising all opportunities, focusing on building 5-figure and multi-year corporate opportunities
- Develop compelling partnership proposals and creative pitches
- Support the cultivation and stewardship of corporate relationships
- Create and maintain partnership agreements
- Monitor and report on partnership deliverables
- Develop engaging content for corporate communications
- Support the delivery of corporate engagement activities

Grants Programme

- Research and identify grant opportunities from trusts, foundations and institutional donors
- Write and submit high-quality funding applications
- Maintain a grants calendar and pipeline
- Ensure compliance with grant requirements and deadlines
- Write impact reports for grant funders
- Track and monitor grant expenditure
- Maintain accurate records of all grant activity

Relationship Management

- Provide excellent account management to corporate partners
- Build strong relationships with grant-making organisations
- Provide thoughtful and meaningful stewardship opportunities
- Assist with donor cultivation and stewardship events
- Contribute to the development of supporter journeys
- Support the maintenance of accurate database records
- Carry out prospect research and due diligence on grant funders and corporate partners

Required Skills and Experience

Essential

- Minimum 2 years' experience in corporate fundraising or grant writing
- Willingness and ability to travel for donor meetings and events
- Proven track record of securing corporate partnerships or grants
- Excellent written communication skills with ability to write compelling proposals
- Strong research and analytical skills
- Experience in managing multiple projects and deadlines
- Proficient in Microsoft Office suite
- Strong attention to detail and accuracy
- Able to work autonomously as well as be a supportive team player
- Excellent organisational skills

Desirable

- Knowledge and experience of animal welfare
- Understanding of international fundraising
- Experience with CRM systems, especially Raisers Edge NXT

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