



FUNDRAISING ADMINISTRATION ASSISTANT

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. This position will play an important role within the International Fundraising team and support us in the administrative aspects associated with 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. We would value someone with some experience of fundraising and /or marketing, especially using platforms such as Facebook and Instagram, although this is not an essential requirement.

This role will provide support across the International Fundraising & Marketing directorate such as managing and responding to supporter correspondence (primarily digitally) 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, working here at the Gill Dalley sanctuary five days a week.

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(es), across Facebook and Instagram and other platforms as required;
- Develop excellent and enduring relationships with current and potential supporters;
- Send relevant fundraising materials to individuals raising money for us;
- Manage the sponsorship inbox, responding to sponsor inquiries and providing regular updates about sponsored animals;
- Support the fundraising team as directed for photo/video shoots, including coordinating sessions, gathering props, and documenting animal stories;
- Draft engagement communications such as recovery stories and campaign updates using established templates
- Assist in maintaining accurate records of animals and their status for all donor communications

- Support event administration, as needed. Liaise with a wide variety of people both internally and externally including supporters of the charity, and staff within Soi Dog, to ensure that fundraising comms are updated, and opportunities for supporter engagement are captured
- Ensure compliance to data protection, confidentiality and relevant organisational policies and procedures;
- Other duties as required across the team.

Skills and Experience

Essential:

- 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;
- Enthusiastic and flexible with a strong willingness to learn.
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Desirable:

- Knowledge of one of the following is desirable: Mailchimp, Meta business manager, Raiser's Edge NXT
- Experience interacting with customers, using social media management software such as Hootsuite, or Sprout Social.
Experience within fundraising and/or marketing

Working Hours and Location

- This is position will be based at Soi Dog's headquarters in Mai Khao, Phuket in Thailand. Working hours Five-day work a week, 40 hours per week with two days off.

Additional Information

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

To Apply

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