



## SENIOR CORPORATES AND GRANTS OFFICER (CONTRACT – UK or US Based)

### 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](http://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 *Senior Corporates and Grants Officer* role plays a crucial part in securing and managing relationships with corporate partners and grant-making organisations. This position will lead the development and implementation of corporate partnerships and grant fundraising strategies, working closely with the Philanthropy & Partnerships Manager to achieve income targets.

We're looking for a conscientious self-starter who combines creative thinking with a hands-on approach. You'll have strong attention to detail and proven ability in business development, account management, relationship building, pitching, and writing.

### Contract Terms

- 12-month fixed term contract with possibility of extension
- Full-time position (40 hours per week)
- Monthly contract fee of: £3,000 - 3,167 or USD equivalent, depending on experience  
(*Annually, this would equate to £36,000 – 38,004, USD equivalent*)
- Remote working in the UK, or the US, with occasional travel required for donor meetings and events
- Ability to work across multiple time zones essential

### Key Responsibilities

#### **Corporate Partnerships Programme**

- Research and identify potential corporate partnerships, ensuring all opportunities are maximised, with a focus on securing 5-figure and multi-year commitments.
- Lead on developing compelling partnership proposals, creative pitches, and sponsorship tiers
- Manage and grow relationships with corporate partners through effective cultivation, stewardship, and engagement strategies
- Negotiate, create, and maintain partnership agreements, ensuring mutual benefit and compliance with Soi Dog policies
- Monitor and report on partnership deliverables
- Develop engaging content for corporate communications
- Leading 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
- Celebrating our partners and funders by thanking them for their generous support
- Assist with donor cultivation and stewardship events
- Contribute to the development of supporter journeys
- Ensure the maintenance of accurate database records
- Carry out prospect research and due diligence on grant funders and corporate partners
- Work collaboratively with colleagues across programmes, fundraising, communications, and finance

### **Required Skills and Experience**

#### **Essential**

- Minimum 2 years' experience in corporate or grants fundraising; experience in both areas will be considered a strong asset.
- Willingness and ability to travel for occasional 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
- 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
- Ability to balance strategic thinking with hands-on delivery, ensuring both day-to-day tasks and long-term goals are effectively managed in a small-team environment
- Experience in managing multiple projects and deadlines

#### **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](mailto:hr@soidog.org)**

Short-listed candidates will be notified by email