



## Child's Dream Regional Office

Educated and empowered people responsibly shaping and sustaining fair, just and healthy societies for generations to come.

Are you looking for a challenging job opportunity at a non-government organisation? As part of our continued growth, Child's Dream's Regional Office in Chiang Mai, Thailand, is seeking an ambitious professional to join our passionate and dedicated team in the following role:

### Grant and Report Writer

Starting date of position – as soon as possible

Location: Based in Siem Reap, Cambodia or Chiang Mai, Thailand (based on suitability)

Together as a team, Child's Dream works to create lasting change for children, youth and young adults in the Mekong Sub-Region by improving health and access to education. Through our own programmes and in partnership with local communities, we support sustainable, locally driven solutions that help young people from marginalised backgrounds build brighter futures.

We are seeking support to expand our sponsor network and keep existing donors informed about the impact of our work.

Your duties and responsibilities include but are not limited to:

#### Proposal Writing and Programme Reporting

- Write winning proposals and supporting documents to drive donor acquisition.
- Craft compelling, well-structured programme reports by translating impact data and success stories into donor-addressing narratives.
- Support the creation of content for programme related communication materials.

For these tasks you will coordinate with programme managers across our field offices to collect and verify information for proposals and donor reports.

#### Additional Tasks

- Research and identify grant opportunities.
- Manage project profiles and organisational information on existing online fundraising platforms while evaluating and setting up profiles for potential new platforms.
- Contribute to the development of our tri-annual newsletter and other ad-hoc writing projects.

We are seeking a person who meets the following criteria:

#### Education and work experience

- A bachelor's degree in Marketing, Communication, or equivalent education
- At least 3 years of experience in complex proposal and report writing
- Experience working in an NGO/non-profit or philanthropic environment a plus

#### Hard skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace (Drive, Docs, Sheets, Forms)
- Proven ability to produce clear and well-structured proposals and reports

### Editorial & Communication Skills

- Exceptional writing, editing, and storytelling expertise
- Ability to explain complex content and context in a logical and structured way
- Highly proficient written and spoken English language skills

### Soft skills

- Strong interest in impact-driven work and genuine motivation for our cause
- Structured and reliable way of working with great attention to detail
- Ability to work independently with minimum supervision
- Excellent organisational and time management skills
- Ability to keep a level head in stressful times and in a complex working environment
- Critical thinking

What we offer:

- A full-time position in our office in Chiang Mai, Thailand, or in Siem Reap, Cambodia (based on suitability) with an unlimited contract
- A multicultural working environment with 10 nationalities in the region
- A working culture based on trust, exchange, lean hierarchy, constant learning and development
- Salary will be based on the relevant work experience, skills and knowledge plus monetary and non-monetary benefits

Did we spark your interest? Wonderful! Please apply in English with your motivational letter, resume, salary expectations, university transcripts, and two references.

Submit your application here: [>> Link <<](#)

The application deadline is 9<sup>th</sup> July 2026.

We will of course confirm that we have received your application and get in contact with you again if you are selected for the interview.