



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in a fun team with a great passion for helping others? Child's Dream in Chiang Mai, Thailand is seeking an ambitious

Regional Communication & Marketing Manager

Starting date of position – as soon as possible

Together as a team, we at Child's Dream are here to empower people in the Mekong Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and young adults for sustainable development.

Join our communication and marketing team! We are seeking support to keep our donors informed about the impactful work we are doing.

Your duties and responsibilities include but are not limited to:

Programme Reporting and Proposal Writing

- Craft compelling, well-structured programme reports and proposals using our templates or those of our donors.
- Coordinate with project managers in field offices and other stakeholders to collect and verify information for donor reports and proposals.
- Contribute to the development and continuous improvement of proposal and reporting templates.

Communication

- Contribute articles for our tri-annual newsletter.
- Manage project profiles and organisational information on existing online fundraising platforms while evaluating and setting up profiles for potential new platforms. Support the creation of content for project and programme factsheets and other communication materials.
- Assist with occasional research activities.
- Provide programme/project content for marketing materials.

We are looking for someone who meets the following criteria:

Education and work experience:

- A strong interest in working for an NGO and to contribute to our vision and mission.
- A bachelor's degree in English, Business Administration, Communication Arts, or equivalent education.
- At least 3 years of experience in proposal and report writing.

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.

Soft skills:

- Strong ability to work collaboratively with a diverse team across the region.

Language skills:

- Highly proficient written and spoken English language skills.

What we offer:

- A full-time position in our office in Chiang Mai, Thailand with an unlimited contract.
- A multicultural working environment with more than 14 nationalities in the region.
- A working culture based on trust, constant exchange, lean hierarchy and constant learning and development.
- The 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 send your full application in English (including a motivational letter, salary expectation, resume, university transcripts, and two references) to logan@childsdream.org.

The application deadline is **8th December 2024**.

We will, of course, confirm receipt of your application and contact you if you are selected for an interview.