



Adventist Development & Relief Agency

Job Description

Development Officer

<p>ORGANIZATION BACKGROUND</p>	<p>ADRA is a global network of independent humanitarian organizations established in 1984 by the Seventh Day Adventist Church for the specific purpose of providing individual and community development and disaster relief. ADRA Thailand works with people in poverty and distress to create just and positive change through empowering partnerships and responsible action. ADRA Thailand has served vulnerable and marginalized people in Thailand through community development initiatives targeting Food Security, Economic Development, Primary Health and Education. ADRA Thailand's emergency response initiatives provide aid to disaster survivors and people fleeing active conflict from Myanmar.</p>
<p>POPULATION FOCUS</p>	<p>Currently ADRA Thailand is focusing on four vulnerable and marginalized groups: Refugees, Migrant workers, Children who are at risk of being trafficked and exploited, ethnic minority hill tribe peoples and remote rural Thai communities.</p>
<p>POSITION TITLE</p>	<p>Development Officer</p>
<p>LOCATION</p>	<p>Chiang Mai (initially)</p>
<p>REPORTING TO</p>	<p>PR/Marketing</p>
<p>SUPERVISING</p>	<p>None</p>
<p>HOURS OF WORK</p>	<p>39 Hours Per Week</p>
<p>BENEFIT/INSURANCE</p>	<p>Per ADRA Thailand Wage Scale</p>
<p>SALARY POLICY</p>	<p>Per ADRA Thailand Wage Scale</p>
<p>TERMINATION</p>	<p>60 days' Notice Required</p>
<p>JOB OVERVIEW</p>	<p>Development officer organize events and campaigns to raise money and other donations for ADRA Thailand. May design promotional materials and increase awareness of an organization's work, goal and financial needs.</p>

JOB RESPONSIBILITIES	<ul style="list-style-type: none"> ▪ Research prospective donors ▪ Create strong fundraising message that appeals to potential donors ▪ Assist in fundraising strategies for ADRA Thailand ▪ Identify and contact potential donors ▪ Organize a campaign or event that will lead to soliciting donations ▪ Maintain records of donor information for future use ▪ Work closely with program to evaluate the success to previous fundraising events ▪ Recruiting volunteers to take part in ADRA Thailand Ambassador Program ▪ Performing other tasks as required by the Supervisor
Measurability (KPIs)	<ul style="list-style-type: none"> ▪ Outputs achieved as planned ▪ Tasks and responsibilities carried out according to agreed work plans
EMPLOYMENT STANDARDS	<p>Minimum Skills & Education Required:</p> <p>Educational Qualifications:</p> <ul style="list-style-type: none"> ▪ Bachelor's degree in business or communications or related field. <p>Experience:</p> <ul style="list-style-type: none"> ▪ In related field position/responsibilities outlined above preferred, ▪ Knowledge and experience in data base management, ▪ Experience in writing stories and campaign ▪ Experience in organize events and campaign <p>Language Skills:</p> <ul style="list-style-type: none"> ▪ Excellent command of spoken and written Thai ▪ Fluent in English is an advantage <p>Skills and Abilities:</p> <ul style="list-style-type: none"> ▪ Able to work independently as well as in a team ▪ Able to work in diverse culturally setting ▪ Proven coordination skills with multi-stakeholders ▪ Strong sense of responsibility ▪ Strong interpersonal skills ▪ Ability to take initiative and prioritize work