

About Dhwani Foundation:

Dhwani Foundation is a Bengaluru based registered trust. Its primary objective is to improve the productivity & efficacy in the social sector, through organizational development programmes, technology enablers, system & process improvement and sectoral strengthening. Log on to www.dhwanifoundation.org for more details. Currently foundation's work is spread in Karnataka, Tamilnadu, North-East and other parts of the country, supporting close to 1500 grassroots NGOs through various initiatives. Dhwani foundation also works with the Government, Donors, NGO Federations, Academia and other stakeholder to promote a vibrant and credible social sector. Dhwani foundation is a team of 30 members from diverse fields who bring-in interesting dimensions to the work.

Position: Head of Partnership Management (Full time)

Location: Bangalore, but involves travel across different parts of India

Purpose of the Job:

- To contribute to the smooth running of Niranthara Sahayak programme by effective relationship management with partner NGO leaders and managing all vendors for impactful service delivery.

Key Responsibilities:

A.NGO partners

- Assist Niranthara Sahayak Programme head in signing of all partners tripartite agreements as per each cohort timelines and manage all processes of MoU.
- Ensure all financial transactions of Niranthara Sahayak NGO partners are managed as per MoU through the support of Programme Manager
- Set Partnership management process in co-ordination with Training, Updeshak, Assessment Heads to ensure all management aspects are well managed.
- Address any managerial challenges of NGO partners in co-ordination with Programme Head to ensure smooth running of partnerships.
- Ensure timely communication on programme onboarding, session dates, service provider onboarding & services schedule, assessments process to all NGOs partners who have signed the MoU in co-ordination with other key functionaries of Niranthara Sahayak.
- Assist programme head in all aspects of programme budgets, donor reports, monthly and quarterly financial reports of the programme.

B.Vendors

- Set complete process for vendor management as per the programme requirement and ensure all vendors follow the required regulatory and safety protocols from Government regulatory bodies such as IT, Labor departments.
- Manage all aspects of vendors to ensure quality, timely delivery of services and cost effectiveness.
- Be responsible for all procurement, timely delivery, and effective usage by partners in co-ordination with Programme Head as per the programme plans.
- Address any grievances by the partner NGOs on the quality and efficiency of vendor services.
- Seek annual approval from the programme head for vendors enrollment and ensure all financial transactions are managed as per DF protocols.
- Be a central point of management person of all other DF's procurements and its vendors.

C.Other Team members

- Participate in finalizing the programme calendar for each batch in alignment with all internal verticals involved.
- Support, guide and manage the programme manager to ensure that all management support is effectively provided to all other vertical teams and all management and technical assistance is ensured.
- Participate in strategic discussions, planning, budgeting, and other required platforms.

Experience:

Minimum 6 to 8 years of working experience in partner relationships, quality control.

Skills & Knowledge:

- **Qualifications:** Degree /Masters Degree in any stream.
- **Knowledge:** Partnership management, Vendor management, Purchases, quality control
- **Skills:** Problem identification, ability to resolve issues, negotiations, eye for details to understand the process flow. Coaching and mentoring of middle level leaders, working experience with multiple stakeholders
- Proficiency in Kannada, English, Tamil and Hindi

Salary Offered: 8-10 Lakhs Per Annum

Application Process:

Interested candidates are requested to apply with their detailed Resume to careers@dhwanifoundation.org. Will be helpful to share the link to your LinkedIn profile.