

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 development sector.

Position: Tele calling Executive (Full time- work from office role)

Location: Bangalore

Purpose:

Identification of suitable NGOs and suggesting organizational development services offered by Dhwani foundation based on their needs.

Key Responsibilities:

- Ability to call and engage with multiple NGOs on daily basis.
- Maintain and Update NGO information based on conversations
- Understand and analyze NGO needs to suggest suitable OD services.
- Exhibit promptness and politeness using the appropriate language while answering NGO queries.
- Fix appointments for webinars and direct interactions with the programme team
- Follow up with the prospects for data collection and smooth onboarding
- Coordinate with programme team and other internal departments
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Experience:

Freshers can apply.

Skills & Knowledge:

- Good Kannada or Tamil verbal communication skills (One of the languages mandatory)
- English verbal as well as written communication skills
- Basic Understanding of MS office suite
- Ability to work independently, multi-task, and employ a systematic approach to work tasks
- Strong attention to detail and engagement skills
- Ability to handle multiple tasks simultaneously with ability to prioritize while providing exceptional customer service
- Maintains data confidentiality and adheres to organizational norms and policies.

Salary: Commensurate with experience.

Application Process:

To apply for this position, send your CV and covering letter to careers@dhwanifoundation.org, with “Tele calling Executive” as the subject line.

Only short-listed candidates will be contacted.

