

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: Creative Content writer- (Full time)

Location: Based in Bengaluru with occasional travels related to content research.

Purpose of the Job:

We are seeking a creative, experienced, and organized content writer who can utilize the power of the word and creativity to drive the mission of Dhwani foundation to varied audiences. You will have to keep up with the trends and create content that translates Dhwani's core identity into the right call to action.

Key Responsibilities:

- Responsible for writing the original content for social media, website, articles, blogs etc.
- Brainstorm and execute interesting and engaging story ideas.
- Own creative ideas from concept through execution.
- Writing a wide variety of content for multiple platforms (ad copies, articles, case studies, video scripts, newsletters, and collateral)
- Working knowledge of Google keyword research tool.
- Responsible for conducting research and writing content on a regular basis.
- Writing, editing and proof-reading content for Dhwani programmes outreach and communications needs.
- Ensure all-around consistency (language, style, fonts, images, and tone)
- Analyse and measure content marketing metrics.
- Collaborate with the design team to write content for communication collaterals.

Experience:

2-3 years of hands-on experience in creative writing. Exposure to social sector will be a huge advantage.

Skills & Knowledge:

- Master Degree in Journalism, Advertising, Mass Communications or English.
- Strong vocabulary, reading & comprehension skills.
- Excellent command of the English language verbal and written.
- Good knowledge of the latest technology and social media trends.
- Persuasive presentation and storytelling skills.
- Ability to write content in a variety of formats (long form, short form, captions, etc.) and styles for multiple audiences.
- Proficient in Microsoft Word and Microsoft PowerPoint.
- A strong sense of initiative and follow-through.

Salary Offered: Commensurate with experience

Application Process:

To apply for this position, share your CV with a covering letter to careers@dhwanifoundation.org with "Creative content writer" as the subject line.

Will be helpful if you share a link to your LinkedIn profile and previous work.

We are lean team, hence only short-listed candidates will be contacted.