

### **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](http://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:** Enrolment Officer (Consultant For 2 – 3 Months)

**Location:** Multiple locations:-Chhattisgarh, West Bengal, Bihar, Jharkhand, Tamil Nadu, Karnataka

### **Purpose of the Job:**

- The Enrolment Consultant will ensure enrolment of NGOs to appropriate DF programs as per the criteria and efficiently manage NGO onboarding process. .
- The Enrolment Consultant is expected to produce deliverables within a diverse, fast paced environment and collaborate effectively across teams. This position will report to Head of Enrollments.

### **Responsibilities:**

- Efficiently manage the enrollment selection process.
- Enhance successful enrollment and outreach efforts to increase interest from prospective NGOs.
- Organize & participate in enrollment campaigns to attract and source NGOs as needed.
- Provide appropriate follow-up communication with prospective NGOs throughout entire onboarding process.
- Represent DF to prospective NGOs at Enrollment campaigns and conferences.
- Design, implement and execute enrollment and outreach strategy that will influence and increase applications and ensure NGOs joining DF suitable programs.
- Conduct informational sessions (face to face or virtual).
- Maintains proper documentation on enrollment materials.
- Design and conceptualize new programs for NGO recruitment and create

- Manage, process and maintain applications through the initial application phase to MOU sign up.
- Increase our presence and develop new enrollment and outreach initiatives
- Participate in the in-person orientation sessions.
- Compile data and materials to prepare reports and summaries for management.
- Analyze and provide feedback to determine on-field needs and trends on enrollment criteria/Selection process.
- Ensure networking with donors, CSR, Govt and other key stakeholders to enroll prospective NGOs for DF programs.
- Coordinate with other Dhwani team members in order to ensure smooth running of the organization.
- Adhere to all policies and principles of the organization.
- Open to taking any other assignments related to the role based on the need and organizational requirement.

#### **Experience:**

At least 5 years of experience in NGO Networking, organising outreach programs & Donor networking.

#### **Skills & Knowledge:**

##### **Must have:**

Bachelor's degree in any discipline from a reputed University/Institution.

Good record keeping skills with attention to details.

Proficiency in MS OFFICE (Word, Excel, PPT for presentations).

Good record keeping skills with attention to details.

Willingness to travel

Exposure to different Languages including English, Hindi and location based regional languages

**Salary Offered:** 50,000 – 75,000 Per Month

#### **Application Process:**

To apply for this position, send your CV and cover letter explaining why do you think you are a fit for this position to [careers@dhwanifoundation.org](mailto:careers@dhwanifoundation.org)