

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: Enrolment Officer (Full time)

Location: Bangalore, and Tamilnadu location

Purpose of the Job:

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

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
- Compile data and materials to prepare reports and summaries for management.
- Design analytics from the new CRM to determine student trends.

- Analyse and provide feedback to determine on-field needs and trends on enrollment criteria/Selection process.
- Work with advising staff and transfer services to streamline NGO enrollment.
- 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 take any other assignments that are 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, Kannada, Tamil and Hindi

Salary Offered: 4.5-06 Lakhs Per Annum negotiable based on experience and skills

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