

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.

Position:

Dhwani Foundation is looking for a competent **Enrolment Consultant** keen on serving the social sector, and is passionate for small and grassroots NGOs.

Location: Based out of Andhra or Telangana states with occasional travels across the states.

Purpose of the Job:

- The Enrollment Consultant will ensure enrolment of required NGO's to Niranthara programme as per DF criteria and efficiently manage NGO onboarding process.
- The Enrollment 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.

Key Responsibilities:

- Efficiently manage the NGO enrollment and 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.
- Manage appropriate communication channels and follow-up with prospective NGOs throughout entire onboarding process.
- Serve on the NGO selection committee and ensure appropriate information is provided as needed.
- 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 programmes.
- Conduct informational sessions (face to face or virtual).
- Maintains proper documentation on enrollment materials.
- Design and conceptualize new methods for NGO recruitment and create plans for incorporating enrollment strategies.
- Manage, process and maintain applications through the initial application phase to MOU sign up.

- Build visibility 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 programmes.
- Coordinate with other Dhwani team members in order to ensure smooth running of the organization.

Experience:

5 years of experience in NGO Networking, organizing outreach programmes & Donor networking.

Skills & Knowledge:

- Bachelor's degree in any stream
- Excellent Oral, Written, and Interpersonal Communication skills.
- Team player and ability to prioritize various tasks and assignments.
- Good record-keeping skills with attention to detail.
- Proficiency in MS OFFICE (Word, Excel, PPT for presentations).
- Willingness to travel
- Hindi, English & Location-based regional language

Salary Offered: Commensurate with experience

Application Process:

To apply for this position, share your CV with a covering letter to careers@dhwanifoundation.org with “**Enrolment Consultant**” as the subject line.

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

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