

### **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, Tamil Nadu, Odisha 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.

**Position:** Manager - Full time

**Location:** Based in Chennai with frequent travel to Southern states

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

Facilitating the change management of selected NGO Federations in Tamil Nadu and Telangana towards enabling effective and active stated policy advocacy by knowledge sharing, influencing, and engaging with leadership of federation cohorts at regional level.

### **Key Responsibilities:**

- Conceptualize, design and deploy an effective training intervention as per the design.
- Ensure timely publication of documents that help to build positive visibility for the Federations.
- Work with Federations for delivery of member services.
- Work with secretariat of Federations for planning and execution of programmes.
- Coordinate other work related to Dhwani's objectives related to Federations.
- Network and collaborate with wide variety of stakeholders such as federation leaders, Govt, Sector leaders, Subject experts.
- Handhold, provide grounds up support to ensure implementation of the deliverables.
- Develop detailed plan for execution, reviews, reflections and execute any changes that is required.
- Ensure high level of engagement and participation of founders, leaders and other team members of partner NGO Federations in training, workshops and other events.

- Set ongoing follow-up mechanisms to measure progress against results framework and parameters.
- Visit NGO Federation partners to understand ground realities to improve delivery and efficacy.
- Keep abreast of the trends and developments, best practices in the OD space for non-profit organizations and integrate in training and workshops.

### **Skills & Knowledge:**

- Post Graduate degree in Social sciences/Social work/management.
- Atleast 5 years' experience of working with grass root NGOs.
- Good command over English and Tamil.
- Training experience is an added advantage.
- Exposure to working with NGO networks and federations will be added.
- Open to travel a minimum of 10 to 15 days a month.

**Salary Offered:** Commensurate with experience

### **Application Process:**

To apply for this position, share your CV with a covering letter to [careers@dhwanifoundation.org](mailto:careers@dhwanifoundation.org) with “**Manager - Federation Enablement, Chennai**” as the subject line.

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

**Only short-listed candidates will be contacted.**