

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: Director - Programmes (Full time)

Purpose of the Job:

To manage day to day operations by working with program heads of Dhwani Foundation to ensure it's programs are smoothly implemented as per the plans.

Location: Bangalore, will involve travel across different parts of India.

Key Responsibilities:

- As per the approved annual plans and budgets, takes on responsibility to ensure its implementation.
- Manage and guide 5 to 6 program heads to execute all planned programs and ensure appropriate monitoring system for effective delivery through required field visits and review processes.
- Represent DF in important forums at the state level and coordinate with head of Donor engagement to ensure all fundraising efforts are sufficiently supported from the program end.
- Submit quarterly, half yearly and yearly annual reports and any specific documentation/presentation/data that are required for management or any funders.
- Coordinate with HR department for the recruitments, appraisals, meeting training needs, reviews and recommending for increments, promotions of internal programs/teams in consultation with Executive Director
- Manage partners relationship directly and through program heads
- Coordinate with other departments of DF to ensure required dependencies are met and larger organisations goals are met.

Authorities

- Program Heads
- Day-to-day operations
- For all consultants, Institutions, Individuals connected to programs
- For approved budgets
- Represent programs in outside forums

Skills & Knowledge:

- Exposed to work with multiple teams, variety of leadership styles and manage senior colleagues.
- Ability to manage medium size budgets, donor management and timely delivery of planned programs.
- Experiences in managing relationships with multiple NGO leaders.
- Willingness to spend substantial amounts of time in the field level which involves fair amount of travel.
- Experience in coaching, mentoring, guiding and monitoring senior leaders of the program.
- Minimum 15 years of experience in the leadership role, preferably from the social sector or mixed of social sector and other sectors.
- Good communication skills both verbal and written in English and ability to communicate in Hindi and any one South Indian language.
- Minimum qualification of post-graduation in social sciences/management/development and relevant subjects

Salary Offered: 18 lakhs per annum and other benefits.

Application Process:

To apply for this position, share your CV with a covering letter to divitha@dhwanifoundation.org with **"Director - Programmes"** as the subject line.

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

Only short-listed candidates will be contacted.