

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.

Our work is spread in Karnataka, Tamil Nadu, Odisha, Jharkhand and North-East of India, supporting close to 1500 grassroots NGOs through various initiatives.

Log on to www.dhwanifoundation.org for more details.

Position: Program Manager (Marketing & Fund Raising)(Full time)

Purpose of the Job:

- Raise funds for programs of Dhwani Foundation (DF) and its NGO partners.
- Market Dhwani Foundations program with Donors for partnerships & alliance.
- Train Fund and Hand hold Fund Raising Managers (FRM) of partner NGOs.

Location: Bhubaneswar, Odisha.

Key Responsibilities:

- Research the sector and donors from a fund-raising perspective and build partnerships.
- Maintain regular communication with donors, build relationships & document efforts.
- Train Fund Raising Managers (FRM's) of partner NGOs and help achieve their Fund-raising targets.
- Work with Trainers and Leaders on guiding the Fund-Raising Managers (FRM's) of partner NGOs on research aspects, proposal writing, networking opportunities.
- Manage all pre grant and post grant engagements to maximize relationships.
- Create and maintain a database of donors and establish contact including face to face meetings with key personnel in their organizations.
- Identify opportunities for grants from donors and create proposals including costing for submission to donors.
- Practical guide to FRMs on marketing aspects
- Lead to ensure all marketing collaterals support to NGOs.
- Research all regional and outside resource/donor's opportunities.
- Responsible for organizing donor interactions/graduation ceremonies etc. to build visibility for partners.

- Ensure partners participate and explore existing and all future opportunities of local and outside funding.
- Guide and Co-ordinate with FRMs and NGO leaders to ensure active usage of social media that will be built at part of Niranthara Classic program.
- Work with Program Head, DF Central Team and Sr. Program Manager at higher levels of Donors, Governments and any potential platforms that would help partners.
- Work closely for DF Donor Engagement Central Team and its partner NGO's.
- Work with DF Leadership team to finetune & execute a fundraising strategy.

Experience:

- Total work experience less than 10 Years.
- 3-5 years in Donor facing roles desirable.
- Experience in Fundraising for NGOs will be an added advantage.
- Age: Less than 35 Years.

Skills & Knowledge:

Must have:

- Bachelor's degree in any discipline from a reputed University/Institution.
- Experience in researching.
- Proven experience in handling client relationships and partnership building.
- Good presentation, negotiation, and relationship management skills.
- Working knowledge in Microsoft Office Suite.
- Work from Office.

Desirables:

- Target driven high-performer with a history of meeting/exceeding targets.
- Exposure to English, Hindi and Odiya.

Salary Offered: Negotiable based on experience and skills.

Application Process:

To apply for this position, send the CV and cover letter explaining why you think you are a fit for this position to careers@dhwanifoundation.org and copy mark to mihir@dhwanifoundation.org

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

Only short-listed candidates will be contacted.