

### **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](http://www.dhwanifoundation.org) for more details.

**Position:** Programme Manager - Updeshak Programme (Full time)

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

1. Enable existing NGO board members of Dhwani partners to increase their understanding on governance and promote best governance practices in their respective organizations.
2. Enroll external professionals who are interested to serve on NGO boards, build their capacities and support them to join NGO boards as independent board members.

**Location:** Based out of Bengaluru, will include frequent travels to partner locations

### **Key Responsibilities:**

- Design strategies and implementation plan for the Programme aligning with DF strategic plans for Updeshak program.
- Build networks and linkages to ensure required external Updeshak Fellows are enrolled.
- Design the training and orientation courses for both existing board members and Updeshak fellows in order to enhance their skills in NGO governance.
- Work closely with NGO leaders to support and handhold them in order to adapt best governance practices and take required decisions.
- Mentor and guide Updeshak fellows to ensure their joining to the board and retaining them on the boards as contributing members.
- Develop all the required processes, materials, manuals etc. that are required for the Programme delivery.
- Build and manage the team as per the Programme needs.
- Coordinate with other DF Programme teams to align with timelines and deliverables.
- Build alumni of Updeshak fellows and organize quarterly interactions.

- Provide monthly, quarterly reports, data and all other necessary documentation needed by the management and to any donors supporting Updeshak Programme .

The job description are dynamic and can change with the organisation structure, policies, requirements, and the changes in the ecosystem in which the organisation operates.

### **Experience:**

- At least 8 to 10 years of experience in working with NGO sector.
- Experience in training will be an added advantage.
- Exposure to NGO Organization Development and Governance Process.

### **Ideal candidate:**

#### **Must have:**

- Degree /master's degree in any stream.
- Understanding of Governance, roles, and responsibilities of a board member in NGO Monitoring and Evaluation Mentoring and Team building.
- Large scale operations- building processes and systems.
- Networking skills to build a strong prospect base.
- Must be able to use computer and handle internet, Word, XL, PowerPoint Position requires travelling to our different branch locations and NGO partners.

#### **Desirables:**

- Qualifications in MSW, Understanding of society and trust rules and laws.
- Working with grass root NGOs, Experience in recruiting volunteers.
- Exposure to multiple Languages especially Tamil and other south Indian languages.

**Salary Offered:** 5 to 7 lakhs per annum - Negotiable based on experience and skill sets.

### **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](mailto:careers@dhwanifoundation.org).

It is helpful if you share a link to your LinkedIn profile.

Only short-listed candidates will be contacted.