

### **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:** Manager Communications (Full time)

**Location:** Based out of Bengaluru- Might involve some travel to programme locations

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

- Create, implement and oversee communications strategies and channels, be it internal or external, that effectively describes and promotes the organization and its programmes.
- Ensure Dhwani efforts on Partner visibility building are efficiently and timely executed.

### **Key Responsibilities:**

- Work strategically with senior management to understand organisational communication needs to build to the larger program narratives.
- Own the communication strategy including branding and operationalise it.
- Weave the organization narrative into the program narratives to standardize brand story.
- Be well versed with the program strategy and the impact to showcase their key elements into the communication strategy.
- Oversee Design and delivery of communication pieces and creatives in tune with organizational values.
- Build communication resources to reinforce the program narrative.
- Coordinate with the program team to set-up a system of collecting compelling stories.
- Capture versatile stories and generate communication artifacts that showcase impact of programmes.
- Be the content owner on program communication materials including annual reports, posters, flyers, invites and digital media messaging.
- Ensure Website, social media and other digital platforms are up-to-date and functioning smoothly including 3rd party platforms.

- Manage Internal resources and external vendors for design, video, and/or other projects as suitable for program needs.
- Oversee quality and timely execution of print and digital marketing deliverables to Dhwani partners.
- Suggest improvements in marketing collateral delivery processes by working closely with the service providers and partner NGOs.
- Work with OD programme teams to ensure Data collection, trainings and review processes are adhered.

#### **Experience:**

- Minimum 8 years of relevant experience and 4-6 years of experience in Managing Marketing teams. Exposure to NGO communications role highly advantageous.

**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) and [divitha@dhwanifoundation.org](mailto:divitha@dhwanifoundation.org) with "**Manager- Communications**" as the subject line and with CTC, ETC and notice period details.

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

Only short-listed candidates will be contacted.