

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 organisational 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 Programme Manager - Marketing & Fund Raising (Full time)

Location Jharkhand

Purpose of the Job

- Raise funds for programmes of Dhwani Foundation and its NGO partners.
- Market Dhwani Foundation's programmes with Donors for partnerships & alliances.
- Train Fund Raising Managers (FRMs) and hand hold FRMs of partner NGOs.

Key Responsibilities

- Research the sector and donors from a fundraising perspective and build partnerships.
- Maintain regular communication with donors, build relationships & document efforts.
- Train FRMs of partner NGOs and help achieve their fundraising targets.
- Work with Trainers and Leaders on guiding the FRM's of partner NGOs on research aspects, proposal writing, networking opportunities.
- Manage all pre-grant and post-grant engagements to maximise relationships.
- Create and maintain a database of donors and establish contact including face to face meetings with key personnel in their organisations.
- 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 organising 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 coordinate with FRMs and NGO leaders to ensure active usage of social media that will be built as part of Niranthara Classic programme.
- Work with Programme Head, DF Central Team and Sr. Programme Manager to organise meetings 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 not 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 45 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 and Hindi.

Application Process:

To apply for this position, share your CV with a covering letter to careers@dhwanifoundation.org with **'Program Manager Marketing & Fund Raising'** as the subject line.

Mark a copy to divitha@dhwanifoundation.org.

Will be helpful if you share a link to your LinkedIn profile. Only short-listed candidates will be contacted.