

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

**Position** Assistant Manager, Dhwani Partner Network

**Location** Bangalore (with travel to small towns to visit member NGOs)

**Availability** Immediate

**Purpose of the Job** The Assistant Manager will play a crucial role in supporting and managing the Dhwani Alumni Partner Network, a key program aimed at fostering collaboration, learning, and sharing among graduated NGO partners.

## Key Responsibilities

### 1. Alumni Data Management

- Assess and identify data needs from Alumni NGOs.
- Design user-friendly formats and mechanisms for data collection.
- Collect, collate, and analyze data, and generate value-added reports for the Dhwani Partner Network.

### 2. Network Activity Management

- Collaborate with partners and the Dhwani team to organise assessments for NGOs.
- Plan and coordinate regular refresher training sessions and workshops (online and offline) for NGOs.
- Organise various partner meetings, including all-partner sessions, district/state-level meetings, and one-on-one interactions.
- Manage and maintain an active and engaging WhatsApp group for the Network by regularly sharing useful information with NGOs.
- Ensure enrollment of new partners from recently graduated batches.

### 3. Network Member Motivation and Engagement

- Maintain regular communication with NGOs, building rapport and understanding their impact, challenges, and successes.
- Identify potential areas for collaboration among Network members.
- Encourage active participation in Network activities.
- Regularly visit and meet with NGOs to foster relationships and identify ways to enhance the Network's effectiveness and value.

### 4. Core Group Management

- Maintain consistent communication with core group members.
- Provide support and assistance in managing the Network.
- Encourage core group members to engage with their respective batch NGOs and motivate them to participate actively in the Network.

**Experience** Overall 7 years of experience of which 2-3 years work experience in the social sector.

### Desired Qualifications & Skills

- Bachelor's degree in any discipline from a reputed institution.
- Strong interpersonal skills with the ability to coordinate effectively with partner organisations.
- Proficiency in Kannada and English (reading, writing, and speaking fluently) is mandatory; knowledge of Tamil and Hindi is a plus.
- Proficient in using MS Office (Word, Excel, PowerPoint).

### Application Process:

To apply for this position, share your CV with a covering letter to [careers@dhwanifoundation.org](mailto:careers@dhwanifoundation.org) with **'Assistant Manager, Dhwani Partner Network'** as the subject line.

Mark a copy to [divitha@dhwanifoundation.org](mailto:divitha@dhwanifoundation.org).

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