

### 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:** Head of Donor Engagement - (Full time)

**Location:** Based in Bengaluru with travels across programme locations.

### Purpose of the Job:

To lead and build fundraising structures for both Dhwani programs and to its partners in order to ensure the resilience, sustainability and growth towards social impact

### Key Responsibilities:

- Provide leadership and strategic directions to Donor Engagement Program
- Evolve detail strategy for donor engagement initiatives such as Fund raising for DF & Partners and Donor education and any future initiatives
- Develop detail annual plans and budgets prior to the beginning of the financial year and develop quarterly financial forecasts in consultation with Executive Director
- Assist Executive Director in recruiting staff, resource persons, technical institutions, consultants that are required for your program
- Set annual fundraising targets for both DF and it's partners. Ensure same is achieved as per the plan through various initiatives
- Ensure DF to have minimum 50% funding assurance in the beginning of the financial year against it's projected annual budgets
- Manage all pre grant and post grant engagement to maximize relationships.
- Build larger networks and ensure DF presence in all important forums of donor community
- Manage the team and the programs under you to ensure they deliver the best against agreed program objectives/targets.
- Work closely with DF communication department in order to enhance visibility of DF work and it's partners work

- Showcase DF partners work in multiple forums to enhance their visibility and fundraising opportunity
- Build data base of various donors through ongoing research
- Ensure weekly and monthly reviews are in place for smooth function of the program
- Seek financial approvals for programme expenditures with relevant invoices and recommendations
- Coordinate with other Dhwani team members in order to ensure smooth running of the organisation
- Adhere to all policies and principles of the organisation
- Open to take any other assignments that are related to the role based on the need and organisational requirement

### **Skills & Knowledge:**

- Strong leadership skills.
- At least three years' experience in a similar role
- Demonstrable track record of Strategic Fundraising
- Experience of utilising the strength of an organisation brand for business development
- Proven track record of meeting challenging income targets
- Proven ability to build, manage and develop key stakeholder, client and donor relationships.
- Experience of developing and implementing strategic and business plans
- Proven track record in fundraising that has directly resulted in increased income for an organisation
- Effective dissemination of information to large and diverse groups
- Track record of bringing innovative creative thinking and fresh ideas to an organisation and/ or its services.
- Knowledge of the fundraising environment and of a range techniques and disciplines which will support the cost effective generation of income to the organization
- Exceptionally convincing and persuasive written and oral skills with the ability to present and convey complex ideas and issues clearly and coherently.
- Highly self-motivated and able to work autonomously, take initiative and make decisions. Commitment to Dhwani's core values and strategic direction

**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) with "Head of Donor Engagement" as the subject line. Mark a copy to [Sunita@dhwanifoundation.org](mailto:Sunita@dhwanifoundation.org)

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