Position Regional Manager (North & East) - Alumni Program

About Dhwani Foundation A Bengaluru based registered trust, our primary objective is to improve productivity and efficacy in the social sector, through Organisational Change Management (OCM) programs, technology enablement, system and process improvement, and sectoral strengthening. Our work is across seven states—Karnataka, Tamil Nadu, Andhra Pradesh, Odisha, Jharkhand, Assam and Manipur, benefitting 2800+ grassroots NGOs through various OCM initiatives. **Log on to www.dhwanifoundation.org for more details.**

Position Manager - SANGAM Alumni & Sahayog - Northern and Eastern Regions

Location and Work Arrangement Based in Bhubaneswar with frequent travels to NGO partner locations. Willingness to travel a must.

Purpose of the job

We are looking for a dynamic professional to build and strengthen **Sangam,** a vibrant alumni community of Niranthara Program graduated NGOs. The role focuses on driving engagement, fostering ownership, enabling peer learning, and ensuring effective implementation of alumni initiatives, and the **Sahayog** Staff Welfare Fund.

Key Responsibilities

1.Alumni Engagement & Programs

- Plan and execute SANGAM activities (meetups, workshops, state/zonal events)
- Facilitate refresher workshops and exposure visits for NGO learning
- Drive continuous engagement through online and offline platforms

2.Community Building

- Build a strong, connected, and active alumni network
- Promote peer learning, collaboration, and knowledge sharing
- Highlight success stories and encourage active participation

3.Ownership & Leadership

- Strengthen ownership among committee members and alumni organisations
- Enable committees to take leadership in planning and execution
- Support development of second-line leaders

4.Mentoring, Monitoring & Coordination

- Coordinate with consultants for motivation, mentoring, and monitoring
- Ensure monthly tracking of activities and follow-ups
- Maintain quality of implementation

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Key Responsibilities

5.Sahayog Staff Welfare Fund

- Ensure smooth functioning of the fund
- Monitor proper utilisation and documentation
- Support development of impact stories and reports

6.Stakeholder Management

- Build relationships with NGOs, committees, and internal teams
- Coordinate with partners and support communication efforts

7.Reporting & Documentation

- Track participation and engagement
- Prepare reports, dashboards, and success stories

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

Skills & Knowledge

- Strong relationship-building and facilitation skills
- Experience in community engagement / NGO sector
- Ability to motivate, mentor, and coordinate stakeholders
- Good planning and communication skills

Experience

Minimum 10 years of experience in community-driven roles, preferably in the NGO or development sector.

Salary: Commensurate with experience

Application Process:

To apply for this position, share your CV with a covering letter to **careers@dhwanifoundation.org** with **'Regional Manager (North & East) - Alumni Program'** as the subject line.

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