Position State Head - Tamil Nadu

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, reaching close to 2800 grassroots NGOs through various OCM initiatives **Log on to www.dhwanifoundation.org for more details.**

Position State Head - Tamil Nadu (Full time – in Office)

Location Based in Chennai with travel across our State Offices

Purpose of the Job To oversee and manage the successful execution of NGO partnerships, team coordination, adherence to timelines, high-quality program delivery, active engagements and effective resolution of challenges to achieve Dhwani Foundation objectives in Tamil Nadu.

Key Responsibilities

- Coordinate the enrolment process for NGOs participating in the program including documentation and administrative aspects
- Collaborate with the central team to recruit & assemble an efficient team.
- Provide guidance, support, and supervision to the team to ensure productivity and efficiency. Conduct regular team meetings to facilitate communication and task alignment.
- Ensure that each Batch (cohort of NGOs) adheres to predefined timelines for program activities.
- Maintain high-quality standards in program delivery and execution.
- Foster active engagement and participation of partner NGOs in program activities.
- Conduct daily monitoring of all program actions to ensure smooth progress.
- Identify and address any immediate concerns or discrepancies in program operations.
- Address partnership-related issues, program matters, and collaborate with the Management to resolve significant threats or challenges affecting the program's success.
- Responsible for managing partnerships, overseeing budgets, and tracking actions pertinent to each Cohort.

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.

Experience At least 15 to 20 years in the social sector particularly with Non Profit Organisations handling responsibilities of designing, content development and delivering training and workshops. Minimum 5 years of direct work experience with a Program implementing NGO.

Skills & Knowledge

- Master's Degree in any field
- Prudent program planning & execution
- Excellent people skills, with ability to collaborate at all levels
- Language skills - Proficiency in English and Tamil will be given preference.
- Must be proficient with Office collaboration tools

Salary Offered Commensurate with experience

Application Process To apply for this position, share your CV with a covering letter to **careers@dhwanifoundation.org** with **'State Head - Tamil Nadu'** as the subject line. Will be helpful if you share a link to your LinkedIn profile. Only short-listed candidates will be contacted.