

CSIP and NFI (National Foundation for India) are collaborating to convene a diverse set of non-profit organisations across India to seek convergence among them, amplify the views and concerns of India's voluntary sector in policy discourse, create a space for intra and cross sector dialogue and collaboration, and exemplify the norms of governance the collective espouses.

About the Role:

CSIP and NFI is looking for a Convening Consultant to assist in advancing the convening of a collective of Indian non-profit organisations through convenings, focused group discussions, webinars, etc. S/he will work closely with CSIP's and NFI's internal teams and partner organisations to help build the collective and will be responsible for supporting outreach initiatives to include a wide range of non-profit organisations as active participants. The ideal candidate will have a good understanding of the Indian voluntary sector and the ability to facilitate convenings – online and offline.

Key Responsibilities

- Provide management support to senior leadership
- Collaborate with senior leadership to shape governance mechanisms, related systems and processes for the collective
- Plan and execute convening activities viz., roundtables, webinars, focused group discussions, etc.
- Support implementation of outreach initiatives to maximise participation in the convenings
- Develop quarterly progress reports and pre/post convening reports
- Manage relationships with funders and key stakeholders of CSIP and NFI

Does this sound like you?

- A Graduate / Post-Graduate / Master's degree from a reputed university in Management or Development Studies
- 5-7 years of experience in non-profit management, grassroots mobilisation, public policy and/or advocacy
- Entrepreneurial self-starter who is a hands-on problem solver
- Possess the flexibility to work on multiple projects, display a natural aptitude for partnering with different organisations, planning events and a demonstrated expertise in external communications
- Possess strong oral and written communication skills in English and multiple other Indian languages
- An understanding of the Indian voluntary sector and its stakeholders
- Ability to work remotely and manage multiple work streams simultaneously
- Right to work in India

To apply: Please [click here](#) to upload your resume and state why you are interested in this role.

Deadline: We will be interviewing on a rolling basis until we find a suitable candidate. Early applications will be preferred.

Compensation: Competitive, based on experience.

Location: The office of CSIP is based out of Ashoka University Campus in Sonapat. But as of now, the position is expected to work on a remote basis. The role might require frequent travel to partner and workshop locations.