

Job Description: Coordinator – Northeast Together Network (NET)

Position Title : Coordinator

Location

SeSTA (NET Secretariat) Guwahati, Assam, with regular travel across Northeast India

Reports To

Convenor / Central Steering Committee of Northeast Together Network (NET)/ NODE Team

Position Type

Full-time

About NET

The Northeast Together Network (NET) is a collaborative platform of 50+ civil society organizations across Northeast India. NET works to strengthen grassroots organizations through organizational development, networking, fundraising support, collective learning, and policy engagement.

NET's current strategic priorities (2025–2028) are:

- Enabling 100+ member organizations to become future-ready CSOs
- Mobilizing significant domestic funding for member organizations through collective fundraising and donor engagement

The Coordinator will play a central role in building and managing the network during its foundation phase.

Purpose of the Role

The Coordinator will support the day-to-day functioning of NET, strengthen communication and engagement among member organizations, coordinate activities across states, support fundraising and partnerships, and help operationalize NET's strategic roadmap. The position is intended for a dynamic and self-driven professional who is comfortable working with multiple stakeholders, managing systems, and building relationships across the Northeast region.

Key Responsibilities

1. Network Coordination and Member Engagement

- Coordinate communication and engagement with member organizations across Northeast India.
- Maintain regular contact with members and ensure timely sharing of information, updates, and opportunities.
- Update records of existing members with renewal of subscription

- Support onboarding of new members and maintain member records.
- Facilitate participation of member organizations in NET meetings, consultations, learning events, and collaborative initiatives.
- Support the formation and functioning of state-level and thematic groups.
- Track member participation and contribution to the network.

2. Support Organizational Development of Member CSOs

- Coordinate organizational development (OD) support for member organizations.
- Help identify needs of member organizations related to governance, HR, finance, fundraising, strategic planning, communication, compliance, and MEL.
- Organize trainings, workshops, mentoring sessions, and peer-learning exchanges.
- Maintain records of member organizations' OD journeys and progress.
- Coordinate with external experts, trainers, and resource persons.

3. Fundraising and Partnership Support

- Support identification of funding opportunities relevant to member organizations and NET.
- Assist in donor mapping, preparation of concept notes, proposals, presentations, and fundraising materials.
- Maintain relationships with donors, CSR partners, foundations, and other stakeholders.
- Coordinate meetings and follow-up with prospective funders and partners.
- Support collective fundraising initiatives and documentation required for donor engagement.

4. Meeting and Event Coordination

- Organize meetings of the General Body, Steering Committee, and other working groups.
- Prepare agendas, background notes, presentations, and minutes.
- Coordinate logistics for workshops, trainings, consultations, exposure visits, and other NET events.
- Ensure timely follow-up on decisions and action points.

5. Communication, Documentation, and Knowledge Management

- Maintain and regularly update NET's database of members, partners, and stakeholders.
- Document success stories, case studies, meeting proceedings, and learning notes.
- Support preparation of newsletters, reports, presentations, and communication material.
- Help build a repository of tools, templates, policies, and best practices for member organizations.
- Coordinate social media and digital communication, where required.

6. Administrative and Operational Support

- Support basic finance and administrative processes related to NET activities.
- Assist in maintaining budgets, invoices, travel plans, and expense records.
- Coordinate with accountants, consultants, and other service providers.
- Ensure proper filing and maintenance of organizational documents.
- Support legal and registration-related processes of NET, where required.

Key Deliverables

Within the first year, the Coordinator is expected to:

- Update the existing member database, collect compliance documents, create profile of members and facilitate renewal of subscription fees
- Maintain active engagement with all existing NET member organizations
- Support onboarding and orientation of new members
- Organize regular meetings and at least 4–6 capacity-building or learning events
- Develop and maintain a functioning member database and communication system
- Support at least 10–15 member organizations in accessing OD and fundraising support
- Assist in development of donor outreach materials and funding proposals
- Build systems for documentation, reporting, and follow-up

Required Qualifications

- Bachelor's degree in Social Work, Development Studies, Rural Development, Management, or related field
- Master's degree preferred

Required Experience

- 2-5 years of experience in the development sector, nonprofit management, network coordination, fundraising, or organizational development
- Experience of working with civil society organizations and grassroots groups
- Familiarity with Northeast India and its social, cultural, and development context
- Experience in organizing workshops, consultations, or multi-stakeholder platforms
- Experience in proposal writing, donor engagement, or partnership management will be an advantage

Required Skills and Competencies

- Strong communication and interpersonal skills
- Excellent coordination and relationship-building ability
- Good writing and documentation skills in English
- Ability to work independently and manage multiple tasks simultaneously
- Strong organizational and time-management skills
- Comfort with MS Office, Google Workspace, online meeting platforms, and basic database management
- Ability to travel frequently within Northeast India
- Sensitivity to diversity, inclusion, and collaborative ways of working

Personal Attributes

The ideal candidate should be:

- Mission-driven and committed to strengthening civil society in Northeast India
- Proactive, dependable, and solution-oriented
- Comfortable working in a start-up style environment with evolving systems

- A good listener who can build trust across diverse organizations
- Flexible and willing to take initiative beyond assigned tasks

Compensation

Salary and benefits will be based on NET's available resources and the candidate's experience. Travel and communication costs for official work will be reimbursed as per NET policy.

Application Process

Interested candidates may submit:

- Updated CV
- Cover letter explaining interest in the role
- Two references