

Associate–Editorial | Role and responsibilities

About IDR

IDR (India Development Review) is Asia’s largest independent media platform for the development community. Founded as a nonprofit in 2017, we want to advance knowledge on social impact in India. We publish ideas, opinion, analysis, and real-world practice.

IDR is produced in partnership with Ashoka University's Centre for Social Impact and Philanthropy. You can check out all of IDR’s content [here](#), and get to know the team [here](#).

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We are currently looking for an associate to support implementation of our editorial strategy on different platforms. This is a full-time position, based in Mumbai.

About the role

You will generate ideas for, commission, write, and edit stories, and support the team with day-to-day publishing. You will accompany team members on site visits and meetings with leaders from the social sector and interview them for IDR. You will also work on client engagements, as required.

We are looking for someone who isn’t afraid to try new things. You are excited to get your hands dirty and are comfortable with ambiguity and change.

Responsibilities

- Generate ideas for articles and features
- Commission, transcribe, write, and edit stories and conduct research for IDR features and properties
- Interview sector experts for IDR stories
- Build relationships with contributors and organisations in the social sector, to source stories
- Own and lead editorial ‘assets’ (eg. ADILO, IDR Interviews, etc)
- Lead specific editorial projects and initiatives, and support IDR’s work on sponsored channels
- Attend relevant events, roundtables, and conferences on behalf of IDR
- Support leadership on donor and client management
- Oversee and manage editorial analysts as required

Apply if you have

- A keen interest in social change issues
- Excellent writing and communication skills
- A strong command over both English and Hindi
- Attention to detail
- The ability to work independently and think critically

- Strong project management skills and the ability to manage several things at one time
- Prior experience managing people and/or teams
- No less than 4-5 years of work experience in a communications or editorial role

Send us your CV and a writing sample: writetous@idronline.org (The writing sample should not be something that has been edited by a third party.)

The salary range for this position is between INR 6 lakh – 8.40 lakh per annum based on experience.