

## [Analyst – Editorial | Role and responsibilities](#)

### About IDR

IDR (India Development Review) is India's first and largest independent media platform for leaders in the development community. Founded as a nonprofit in 2017, we advance knowledge on social impact in India. We do this by publishing ideas, perspectives, analysis, and insights from real-world practice.

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 analyst to support implementation of our editorial strategy on different platforms. This is a full-time position, that will be remotely located until it is safe to work from an office space (which will be located in Mumbai).

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### About the role

You will support the team with day-to-day publishing and editorial operations. You will help with the production of the weekly newsletter, publishing articles on the website, and building the brand across traditional and social media. You will also support the editors with sourcing stories, transcribing interviews, and editing drafts.

We are looking for someone who isn't afraid to try new things and, with the right guidance, has the chops to deliver. You are excited to get your hands dirty and are comfortable with ambiguity and change.

### Responsibilities

- Transcribing, writing, and editing stories
- Publishing articles on the website daily
- Sourcing curated content
- Supporting on specific editorial projects and initiatives, such as sponsored channels
- Interviewing sector experts for IDR stories
- Additional support to the team in areas such as client and donor management, administrative duties, outreach, and partnerships

### Apply if you have

- A keen interest in social change issues
- Excellent writing and communication skills
- Strong command over the English language; a strong command over Hindi is a bonus
- Attention to detail
- The ability to work independently and think critically
- Internet fluency (comfort with social media, search engines, and familiarity with news and culture sites)
- At least basic knowledge of graphic design and video editing software
- The ability to handle several things at one time
- A college degree, and one to two years of work experience, either in the development sector or in writing or editing.

Send us your CV and a writing sample at [writetous@idronline.org](mailto: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 INR 3.6 – 4.5 lakh per annum based on experience.