

## Associate – Editorial | Roles 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 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 associate to support:

1. Implementation of IDR's editorial strategy on different platforms.
2. Client and donor management

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).

### 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 – which broadly entails research, writing, and editorial services.

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. You thrive in an entrepreneurial environment, where you are given responsibility as well as the freedom to experiment.

### Responsibilities

- Generate ideas for articles and features
- Commission, transcribe, write, and edit stories and conduct research for IDR features and properties
- Interview sector experts, leaders, and practitioners for IDR articles
- Build relationships with contributors and organisations, to source stories and learn about the sector
- Lead specific editorial projects and initiatives, including IDR's work on sponsored channels
- Attend relevant events, roundtables, and conferences on behalf of IDR
- Develop and manage relationships with donors and clients
- 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 partnerships, 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](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 between INR 6 lakh – 8.40 lakh per annum based on experience.