

Job Description | Analyst – English Editorial | India Development Review

Full-time · 1–3 years of experience ·

ABOUT IDR

IDR (India Development Review) is Asia's largest knowledge platform for the development community. Founded as a nonprofit in 2017, we publish ideas and insights on philanthropy and social impact in India.

You can find all of IDR's content [here](#), and get to know the team [here](#).

THE ROLE

We are currently looking for an analyst to assist with the implementation of our editorial strategy. In this role, you will support the editorial team with sourcing stories, transcribing interviews, writing and editing article drafts, as well as in newsletter production, publishing of articles, and editorial operations.

WHAT YOU WILL DO

- Transcribe, write, and edit stories.
- Conduct research for IDR features and properties.
- Publish articles on the website daily.
- Support the editorial team to deliver on special projects and initiatives.
- Accompany team members to relevant events, workshops, and field visits.
- Provide additional support to the team in areas such as client and donor management, administrative duties, outreach, and partnerships.

SKILLS YOU SHOULD HAVE

- A keen interest in social change issues.
- Excellent writing and communication skills and an orientation for multimedia content.
- Strong command over the English language; a strong command over Hindi or any other Indian language is a bonus.
- Attention to detail.
- The ability to think critically and work well in a team.
- Internet fluency, including comfort with social media and search engines and familiarity with digital publishing.
- A college degree, and 1–3 years of work experience, either in the development sector or in writing/editing.

HOW TO APPLY

Send your CV and a writing sample with the subject line '**Analyst — English Editorial**' to hire@idronline.org. The writing sample should not have been edited by a third party or AI.

This is a full-time position with a compensation of INR 3.9–4.8 lakh per annum based on experience. You

can be located anywhere in India. If based in Delhi-NCR, you will be expected to come into office twice a week; if based in Mumbai, once a week; and if based anywhere else in India, this will be a remote position.