

## **Job Description | Associate – English Editorial | India Development Review**

*Full-time · 5–7 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 associate to support the implementation of our editorial strategy. In this role, you will ideate, commission, write, and edit stories, and be involved in day-to-day publishing of articles. You will be expected to accompany team members on site visits and meetings with leaders from the social sector and interview them for IDR, as well as support the team on client engagements as required.

### **WHAT YOU WILL DO**

- Generate ideas for articles and features.
- Translate, write, ghostwrite, and edit stories, with an ability to think multimedia-first.
- Conduct research for IDR features and properties.
- Drive specific editorial projects and initiatives, such as sponsored series.
- Attend relevant workshops, conferences, and field visits.
- Ensure that all content produced complies with ethical codes of practice.
- Provide additional support to the team in areas such as client and donor management, administrative duties, publishing responsibilities, 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.
- A strong command over English and Hindi; knowledge of any other Indian language is a plus.
- Attention to detail.
- The ability to work independently and think critically while being a team player.
- Internet fluency, including comfort with social media, search and AI engines, and familiarity with digital publishing.
- Strong project management skills and the ability to manage multiple responsibilities at a time.
- A college degree, at least 5–7 years of work experience in a development sector/communications/journalistic/editorial role.

### **HOW TO APPLY**

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

This position is a full-time role with a compensation of INR 6.6–7.92 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.