

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

*Full-time · 10–12 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](#).

We are now at the next, extremely exciting phase of our journey, where we plan to serve our constituents better through new formats and languages and a global presence.

### **THE ROLE**

To be able to maintain IDR's standards of editorial quality and integrity as we grow, we are looking for a senior associate who will:

- Generate ideas for articles, write and edit stories, interview sector experts, and conduct research for IDR features and properties.
- Guide, manage, and build the capacity of the editorial team and work closely with external stakeholders to ensure that IDR achieves its editorial goals.
- Manage projects across themes and donors by setting deadlines, assigning responsibilities, monitoring progress, and providing feedback.
- Attend relevant events, roundtables, and conferences to identify insights that are of value to the development community.
- Build and manage relationships with leaders, practitioners, and funders in the sector to ensure that we are constantly learning as an organisation.

We are looking for someone who:

- Has worked in the development sector and understands the various intersections between issues, organisations, and stakeholders.
- Has worked in a role that involves writing or editing content.
- Is excited about working closely with people and managing donor relations.
- Is keen to take on new projects, give them shape, and see them through to completion.

### **SKILLS YOU SHOULD HAVE**

Apply if you have at least 10–12 years of work experience and possess:

- Excellent writing, editing, and verbal communication skills.
- A strong command over both English and Hindi; knowledge of any other Indian language is a plus.
- Attention to detail.
- The ability to work independently and think critically.
- Strong people and project management skills and the ability to handle multiple priorities at the same time.

## HOW TO APPLY

Send your CV and a writing sample with the subject line '**Senior 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.

In your cover letter, tell us about a work achievement you are proud of **or** one where you made a significant mistake in the last year or two. Include a little bit about what you did, what you learned, and what you would do differently. Also, tell us about a leadership quality that you have demonstrated in the last couple of years. **Applications without these details in the cover letter will not be considered.**

This is a full-time position with a compensation of INR 10.8–13.2 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.