



Job Description

Associate - Development and Communications

Location: *Remote (Candidates in Chennai or Bengaluru will be prioritised)*

About the Organisation

The Institute for Transportation and Development Policy (ITDP) works with cities worldwide to promote sustainable, equitable, and inclusive urban transport. The vision of ITDP is to create healthy and liveable communities with streets safe for walking & cycling, high-quality public transport, traffic reduction mechanisms, and people-centred mobility policies. ITDP is a not-for-profit organisation headquartered in New York City with offices in China, Brazil, Indonesia, East Africa, Mexico, and the United States.

Since 2021, ITDP is represented in India by ITDP Pvt. Ltd. and has worked with governments, multilateral agencies, and civil society to make visible, on-the-ground improvements by providing technical expertise, policy solutions, research publications, and training programmes.

More information about ITDP's work in India can be found at www.itdp.in

About the Position

We are looking for a candidate who can write well to join our Development and Communications team.

You will work on high-quality research, writing, and editing for various formats and lengths—including concept notes, proposals, reports, social media posts, blogs, op-eds, press notes, presentations, and technical resources.

You will work closely with the 5-member team, and report to the Senior Manager - Communications and Development.

As a part of this team, **you will have a unique opportunity to engage with all our work cutting across multiple sectors**—*street design, public transport, electric mobility, traffic reduction, transit-oriented development, and inclusive mobility*—through our work on outreach and the creation of knowledge products. Knowing about these topics is not a prerequisite for the role, but it is crucial that you are curious and willing to learn. Working with multiple teams across

the organisation will also require excellent coordination and follow-up skills.

What you will work on

- 1. Support fundraising**
 - a. Work with programme teams to develop project concept notes and proposals
 - b. Research and update programme teams on potential project opportunities
 - c. Establish and nurture relationships with existing and potential clients.
- 2. Support in programme monitoring and reporting**
 - a. Support the development team in producing timely, accurate, and crisp reports to highlight key project outcomes.
- 3. Produce high-quality written material**
 - a. Strategise and support the creation of a monthly editorial calendar
 - b. Engage with programmatic teams and conduct own research to identify topics and write high-quality blogs, media articles, and op-eds
 - c. Write and edit text content for various products—including posters, press notes, presentations, publications, infographics, and videos.
- 4. Support in developing and rolling out communications strategies and campaigns:**
 - a. Support the development of campaign and outreach strategies.
 - b. Support the coordination of events, campaigns, and stakeholder discussions.

What we are looking for

Must-have

- Bachelor's degree in journalism, communications, public relations, or similar field.
- 2-3 years work experience in a related field.
- Excellent research, writing, and editing skills.
- Excellent Microsoft 365 skills.
- Availability to travel within India.
- Ability to manage multiple priorities and projects, and stick to deadlines.
- Ability to work well independently and within diverse teams.

Good-to-have

- An understanding of fundraising and reporting in the social sector
- An understanding of urban development and transport
- Public speaking and presenting skills

How to apply

Interested applicants can apply to jobs.india@itdp.org, cc: kashmira.dubash@itdp.org, using **'Associate - Development and Communications'** in the subject line, with the following documents in a PDF format (maximum 5 MB):

- CV (Including one professional/academic reference)
- Cover letter (In 200-250 words, explain how your qualifications and previous experience equip you for this position)
- One writing sample (You should be the primary contributor if the work involved others)

The position will remain open until filled. Only shortlisted candidates will be contacted.

P.S: *If you don't meet all the criteria listed above, but believe that you have other strengths that make you a good fit for the position, please do apply and highlight any other points about yourself in your cover letter so we can discuss them further if you are shortlisted.*

Remuneration

The pay scale for this position shall be Rs. 45,000 - 65,000. Salary shall be commensurate with experience and skills.

Other benefits and employment policies

1. **Health Insurance:** We provide health insurance for you and your loved ones for up to INR 10 lakh.
2. **Capacity Development Allowance:** We offer an annual monetary and time allowance for every team member to build their capacity and skills.
3. **Telephone & Internet Allowance:** We provide INR 1,200 every month for our team members.
4. **Leave policy:** We offer 6 days each of casual leave and sick leave, and 15 days of vacation time annually, along with public holidays.
5. **Provident Fund & Gratuity:** All our full-time employees are eligible for applicable EPF and Gratuity benefits.

Our Commitment to Diversity, Equity, and Inclusion

We encourage everyone—regardless of their religion, caste, gender, sexuality, and background—to apply for this role. We believe that everyone at ITDP India has the responsibility—as senior leadership, managers, staff, and institutional partners—to create a welcoming working environment for people of diverse cultures and backgrounds to learn together. All of us are responsible for fostering a safe and inclusive workplace where questions, concerns and information about diversity, equity, and inclusion are a part of our ongoing dialogue and development.
