

Recruitment: Communications Manager and Editor

About the organisation:

The Centre for Development Policy and Practice (CDPP) is a research group that focuses on development concerns and public policy challenges in the world today. Working with a team of research professionals and expert consultants under the guidance of eminent public intellectuals, CDPP conducts research studies, develops policy papers, publishes a peer-reviewed quarterly Journal, and hosts conferences in addition to regular Seminars and Workshops.

Position overview:

We are looking for a creative and passionate Copy Editor cum Writer who is interested in the field of Public Policy. The role demands reviewing and writing blog posts, white papers, presentations, news articles, and other high-quality communication material. The editor will be responsible for editing and formatting project-related documentation and other materials, ensuring that documentation meets the organization's quality standards.

Desired Profile:

- A Master's, MPhil or a PhD degree in English
- 0-1 year of experience
- Strong oral and written communication skills, with particular attention to precision of language
- Excellent proofreading skills, strong attention to detail and a rigorous approach
- Reasonable experience in marketing, creative writing or communications.
- Ability to build relationships with the sources of our editorial content, finding new support as needed.
- Working familiarity with style guides; possess software skills requisite for editorial tasks
- Competence in meeting deadlines, multi-tasking and managing work under ambiguity/uncertainty
- Aspiration to constantly learn and improve.

Responsibilities:

- Write and create content according to weekly batch assignments
- Review and edit text thoroughly for correct grammar, syntax, usage, style, and consistency.

- Proofread rendered copy at various stages of development, verify edits and ensure uniformity and consistency across components.
- Copy-edit manuscripts, academic papers, blogs and other documents.
- Manage publication schedules: Set timelines and enforce publishing deadlines and manage multiple projects simultaneously.
- Write and edit content for social media platforms (Instagram, Facebook, Twitter, LinkedIn), website, and email marketing efforts, including newsletters to stakeholders (donors, volunteers, members, families and community).
- Contributing to the development and deployment of communications, outreach, and training resources, including case studies, webinars, in-person events, and other opportunities.
- Write, Edit, and Distribute weekly newsletters
- Working closely with stakeholders such as academics, practitioners, Government officials to gather and analyze insights including academics and bureaucrats.

Key skills:

- Excellent verbal and written communication skills
- Ability to work with a team as well as independently
- Attention to detail and adherence to quality guidelines, standards, and best practices
- Leverage good communication, presentation, and articulation skills in both verbal and non-verbal communication.
- Knowledge of WordPress or similar content management systems

Work Location: Hyderabad (full-time and in-person)

Compensation: Competitive salary that is based on experience.

Joining: Immediate

To apply, please send a cover letter, appropriate writing samples and resume to info@cdpp.co.in (Mails or calls directed towards any other emails/phone numbers related to the organisation will not be considered).