

Advertisement for Senior Manager- Communications

About the Role:

The Centre for Policy Research (CPR) is one of India's leading public policy think tanks. CPR is seeking to hire for the position of Senior Manager- Communications as part of the central communications team. The candidate will report to the Head of Communications and will work from the CPR office in Delhi. This is a full-time role.

The successful candidate will have strong communication skills, a keen interest in public policy issues, be resourceful, detail-oriented and have excellent organizational skills with demonstrated ability to multitask and meet deadlines.

Key Responsibilities:

- Work closely with the Head of Communication to plan and deliver a comprehensive communications strategy for CPR as the leading policy think tank in the country
- Conceptualize and implement a strong and dynamic digital and social media strategy for CPR across all platforms
- Innovate to deliver timely research communications in various mediums (audio, video, text) and via multiple channels including website, social, media, mailers, events
- Collaborate across the various initiatives, departments and faculty in CPR, and work with different communications teams to synergize messaging between individual teams and central communications
- Plan and deliver a strong media strategy to ensure consistent visibility through interviews and profiles, placing opinion pieces, reporting on new outputs and media partnerships
- Plan and deliver a comprehensive events calendar for all events at CPR. Manage event logistics, promotions, branding and organization.
- Create funding material and documents including annual report, presentations and pitch documents
- Develop CPR's long-term branding and communications strategy
- Manage all internal communication initiatives
- Any other communications requirements that may evolve in line with skills of the person over time.

Qualifications

- Over 7 years of relevant work experience
- A bachelor's degree in a relevant field. Master's preferable.
- Strong oral and written communication skills as well as proficiency in language with the ability to shape narratives
- High level of interpersonal skills and ability to work with multiple stakeholders
- Experience in crisis communications and issues management would be an advantage

About CPR

CPR has been one of India's leading public policy think tanks since 1973. CPR is a non-profit, non-partisan, independent institution dedicated to conducting research that contributes to high quality scholarship, better policies, and a more robust public discourse about the issues that impact life in India.

CPR brings together India's best thinkers and policy practitioners who are at the forefront of both research and engagement in the policy space, drawing from various disciplines and professional backgrounds. CPR conducts advanced and in-depth research on a wide range of policy-relevant issues, with a focus on India's 21st-century challenges. Through its research and policymaking engagements, CPR works closely with policymakers in its aim to place India firmly on the path of building a twenty-first century policy ecosystem.

Salary

Commensurate with experience

Application Instructions

- Please submit a one page CV and a covering note of not more than 200 words at communication@cprindia.org with the subject 'Application for Senior Manager- Communications'.
- Only short-listed candidates will be contacted for interviews.