



## Senior Associate-Development

### The Organisation

The Institute for Transportation and Development Policy (ITDP) works with cities worldwide to promote transport solutions that reduce traffic congestion, air pollution, and greenhouse emissions while improving urban livability and economic opportunity. ITDP is a not-for-profit organisation with its headquarters in New York City and field offices in South Africa, Tanzania, Uganda, Kenya, China, Indonesia, Brazil, Mexico, and the United States.

The Urban Works Institute (UWI) is a not-for-profit organisation registered under the Charitable Trusts Act in India. As ITDP India's network partner in India, UWI provides in-depth technical support to public agencies to implement sustainable transport initiatives and develop progressive state and national level policies and standards to scale-up the sustainable transport paradigm. UWI also engages extensively with other stakeholders to promote sustainable and equitable transport ideas.

More information about ITDP India Programme can be found at [www.itdp.in](http://www.itdp.in).

### About the Position

We are seeking a Senior Development Associate to join our team in Chennai/New Delhi. The duties will be diverse and multi-faceted, therefore excellent professional skills are vital for this role. This person will work closely with the Communications & Development Manager and the South Asia Programme Lead.

### Roles and responsibilities

#### Fundraising

- Work with various programme teams to conceptualise and create new grant proposals
- Coordinate with the ITDP HQ development team to create, refine, and submit grant proposals
- Liaise with potential grant-makers to ensure all queries on the proposal are addressed accurately and in a timely manner
- Research potential funding opportunities, including CSR. Keep programme teams informed about such opportunities
- Establish and nurture relationships with existing and potential funders
- Participate in funder-organised events to strengthen relationships

#### Programme monitoring and reporting

- Establish a framework to track programme progress as well as programme impact
- Track programme progress and impact regularly in consultation with programme teams and maintain a repository
- Produce timely, accurate, and crisp reports (quarterly/annual) to grant-makers and ITDP HQ that highlight key project outcomes and keep them well-informed about project progress.
- Collate and send out weekly updates to ITDP HQ and ITDP India Programme team

## Capacity Development

- Identify conferences and workshops that will help develop internal staff capacity
- Facilitate internal webinars for peer-to-peer learning opportunity on various project areas

## Qualification & Experience

- 3-5 years of relevant and proven experience in development/fundraising, including writing grant proposals, funder reporting, and liaising with the relevant grant-making agencies
- A postgraduate degree is preferred in development, social work, or journalism, or a similar background. Additional experience required for those with an undergrad degree.
- Prior experience in impact analysis, including social, environmental, and economic impact
- Preference given to those with prior experience in the urban development/transport sector

## Essential Attributes

- Excellent written, verbal, and presentation skills
- Experience of working in matrix work environment with multiple stakeholders
- Ability to work in teams and nurture internal collaboration
- Ability to frame ideas effectively
- Aware of the industry trends & best practices
- Experience of managing multi-office development proposals

## How to apply

The position requires a commitment of 40 hours per week and is based in Chennai/  
New Delhi.

The candidate should submit a sample of their written and graphic work and resume to [jobs.india@itdp.org](mailto:jobs.india@itdp.org).