

## **Vacancy: Communications Associate/ Senior Communications Associate**

On-site (New Delhi) | Full-Time

### **About the Sustainable Futures Collaborative**

The [Sustainable Futures Collaborative](https://www.sustainablefutures.org) (SFC) is an independent and non-profit research organisation that:

- **Analyses** issues at the frontier of addressing climate change, managing the energy transition, and limiting environmental threats in India and globally;
- **Informs** policymakers, stakeholders and the public about key policy and governance levers, and their implications; and
- **Accelerates** the transition to an environmentally and socially sustainable future by enabling strategic action for systemic change.

### **Role**

SFC invites applications for a Communications Associate/ Senior Communications Associate (designation subject to the candidate's experience).

The candidate will support the Communications Lead to develop and implement SFC's communications strategies across the organisation and the four thematic areas of Adaptation and Resilience, Climate Policy, Energy Transitions, and Environmental Governance and Policy. This will involve supporting core communications activities such as creating and editing compelling narratives of our work, disseminating research findings among diverse readers and stakeholders, conceptualising and organising events, and managing the SFC website, social media, and other communications assets. It also involves working with researchers to ensure a steady stream of outputs by managing the publication process from ideation to distribution.

The ideal candidate will have broad communications experience and a strong understanding of research communications. SFC is a dynamic and evolving organisation, and the candidate will be crucial in shaping our communications strategy and will work closely with a creative and dedicated team.

### **Key Responsibilities**

- **Research dissemination:** Develop and implement targeted communication plans to effectively disseminate research findings to both existing and new, unexplored audience segments using various communications assets. Use innovative approaches to enhance the visibility and impact of our research.

- **Key audience engagement:** Develop systems for regular engagement and collaboration with audiences such as donors, policymakers, media, academics, etc.
- **Content creation and editing:** Write and edit communications content for various SFC channels and products, ensuring consistency in messaging and adherence to brand voice.
- **Events ideation and planning:** Supporting the ideation and execution of SFC flagship and thematic events to build SFC's presence and impact potential.
- **Editorial direction:** Guide the editorial process by collaborating with researchers to develop content ideas, providing editorial advice, and overseeing the production of research materials. Ensure timely delivery and quality control throughout the publication process, coordinating with internal and external stakeholders.

### **Qualifications, abilities, and work experience**

- Minimum 2 years of experience in a communications role, ideally within a research organisation, think tank, non-profit, or similar field.

***Additional requirement for Senior Communications Associate:*** 3-4 years of experience in a communications role.

- Minimum Bachelor's degree in a relevant field such as journalism, communications, English, environmental studies, public policy, or a related discipline.
- Strong strategic thinking skills, with the ability to develop and execute communications strategies that align with organisational goals and objectives.
- Excellent writing, copyediting, and proofreading skills.
- Strong collaboration and communication skills and ability to work with different teams.
- Background and interest in climate and environment policy and related areas.
- Awareness of WordPress, social media tools and MailChimp is a plus.
- Design experience is a plus.

### **Remuneration**

Salary commensurate to experience and designation, in line with development sector standards.

### **Application instructions**

Please send in your application to [hello@sustainablefutures.org](mailto:hello@sustainablefutures.org), with the subject line “Application: Communications”. Please keep [sonali@sustainablefutures.org](mailto:sonali@sustainablefutures.org) in CC. Applications should include:

- A cover letter explaining your suitability for the position and interest in joining SFC.
- A CV
- Two writing samples
- Contact details for 2 references

The last date for sending your applications is September 6.