

Recruitment Notice: Development Sr/Associate, Trayas

Trayas is recruiting a Development Sr/Associate to work with the Co-Founders on organisational management and growth.

Who we are

Trayas is a knowledge-driven public purpose enterprise. We collaborate with mission-driven partners and state governments on transformational regulatory initiatives. As an independent and trusted advisor, our mission is to inform and accelerate policy decisions that enable the greatest opportunities for our people, businesses, and communities.

We build capacities of governments and civil society to apply a principles-based lens to regulation design, execution and impact. First, through a careful count-and-catalogue approach, we identify to deep specificity the corrections required in law and policy. Second, we share evidence with decision-makers and influencers to demonstrate how recommended regulatory corrections advance prosperity.

Who we are looking for

The Development Sr/Associate will play one of the most important strategic support role within Trayas. At Trayas we prize building a systematic and intentional organisational engine. Our early successes have come from the effectiveness of this engine. To help maintain and grow this standard, we are seeking a passionate Development Sr/Associate to support the Co-Founders in fundraising, communications and operations.

For us, an ideal team member can shapeshift into various roles to achieve project objectives. S/he can balance opposites—can run solo or in a team, do small tasks or deep uninterrupted work. Our culture prizes openness to ideas, antifragility, honesty, drive for self-improvement, adaptiveness, and collaborative working. This is of course the dream; each of our team members is different in temperament and skills. What they do share is curiosity about the world, a passion for what they choose to do, and ability to relay with others.

Role Requirements

- High attention to detail. Ability to engage with minutiae of processes and systems, ability to engage in repeat tasks with the same detail-orientedness.
- Excellent communication and organisational skills! Ability to write and speak clearly and correctly in English as it is our primary language of operation, ability to create first cuts of pitch decks and concept notes, and ability to use internal and external communication tools effectively.

- An MBA/Bachelor's degree in operations management, business administration, or related field
- Proficiency in Microsoft Office (Word, Excel, Powerpoint), knowledge of general business software and tech savvy with aptitude and interest to learn new applications.
- Working knowledge of management software programs, including QuickBooks, Zoho Expense, Airtable, CRM and Canva are desirable.
- Strong interest and acumen for technology-driven applications.
- Ability to network and work with a diversity of individuals both internally and externally
- Keen interest in socio-economic and political developmental and policy concerns is desirable
- Open to working with freshers if skills, attributes and motivation align. 1-2 years of relevant work experience is desirable.

What you will do everyday

- Operations:
 - Collect operational challenges from teams, identify solutions, make recommendations, and execute finalised plans to upgrade use of current management and financial systems. Learn systems thoroughly and continuously bring ideas on improvements and upgrades and train teams on execution of high quality operational set ups..
 - Hiring and training coordination and promotions, including execution of annual offsite and other training programs.
 - Support in finance and accounts management and compliance, including coordination with service providers. Checking monthly invoices and expense reports to clients and from vendors/service providers and consultants, backstopping bookkeeping and maintaining process hygiene, tracking compliance calendar
 - Scout, negotiate and coordinate with vendors and service providers for proposals, contracts and invoices across a wide spectrum of requirements.
 - Support in research and drafting of need-based workplace policies and processes.
 - Support team in addressing challenges with and implementing improvements to current and future infrastructure.
 - Manage, grow and ensure data hygiene of organisational databases.
- Communications:
 - Support the execution and analytics of planned communications strategy and activities.
 - Contribute to the creation of mock-ups, email campaigns, and social media content.
 - Help with the planning and hosting of special events.
- Fundraising:
 - Research and identify prospective clients and partners for the organisation and its projects.
 - Support in building concept notes and proposals through secondary research.
 - Coordinate client reporting and general communications.
- Others:
 - Be on top of the current trends in the sector and bring new ideas to explore

- Support Co-Founders as and when required across a wide spectrum of functions.

How to apply

Job Title

Development Sr/Associate, Trayas

Location

We are headquartered in Delhi.

Compensation

Compensation will be commensurate with experience and skills. We also offer flexi-working (roles, portfolios, etc), autonomy, and opportunities to venture into new work areas.

Application

Candidates who are qualified should apply using the [web application form](#).

The application form asks the following in addition to basic professional and biographical details:

- a 500-word cover note explaining why this role and why Trayas
- a 100-word bio about yourself
- Uploading a CV (no-longer than 2 pages in PDF)
- Names and contact for 2 references
- Current CTC
- Expected CTC
- List of technical skills and proficiency (low, medium, high)

Applications will be reviewed on a rolling basis.

Interview process

Typically candidates will go through one assignment and 2-3 rounds of conversations with different team members or advisors. Some of these conversations will be 1:1 conversations, and some with a group. We want to get to know you, and for you to get to know us. Through the conversations we hope to gauge knowledge and skill levels, approach to work, and aspirations.