



## **GATEWAY HOUSE POSITION OPENING**

### **DESCRIPTION**

**Organisation:** Gateway House-Indian Council on Global Relations

**Position:** Media & Communications Manager

**Department:** Marketing & Communications

**Location:** Mumbai, India

**Salary:** ₹20,000-₹35,000

**Start Date:** As soon as possible

Gateway House: Indian Council on Global Relations is a not-for-profit, non-partisan, independent, membership-based, foreign policy think-tank established in 2009, to engage India's leading corporations and individuals in debate and scholarship on India's foreign policy and its role in global affairs. Gateway House executes its mission through a comprehensive website (<http://www.gatewayhouse.in>), a robust membership and meetings programme, and the studies programme.

The employee will work closely with the Executive Director, research teams, Web Manager, and Marketing Coordinator.

### **Responsibilities and Expectations:**

- Develop and supervise implementation of press strategy to promote the organisation's priorities, projects, activities, and events.
- Manage local, national and international press opportunities; develop press releases and other material.
- Conduct interviews with policymakers, diplomats, academia and other dignitaries visiting the organisation.
- Direct incoming press calls as needed, ensuring reporters and others receive prompt, accurate information from the Communications department and/or other on-staff experts.
- Monitor print and broadcast media for coverage that includes mention of organisation's projects and experts.
- Perform various editorial tasks; write, review and edit articles, reports, speeches and press materials for publication.
- Coordinate electronic media strategy and expand web presence, including working with Web Site Manager to ensure web site is updated accurately and includes upcoming events, features, graphics, and other related materials.



- Develop and maintain databases of organizational correspondence including media, policymakers, corporations, and other stakeholders.
- Conduct essay competition and other outreach activities to Indian universities, government officials and community leaders; promote Gateway House via internet and social networking sites.
- Assist programme and website manager, research teams with support, upon request.

**Preferred Qualifications:**

- Indian nationality preferred.
- Bachelor's degree in journalism, history, international relations or related field with a good academic record and knowledge of current foreign policy issues.
- Minimum two years of professional communications experience.
- Excellent verbal and written communication skills; strong research, proofreading and editing skills; strong attention to detail.
- Outstanding social media skills and ideas for dissemination.
- Solid organisational skills, the ability to work efficiently in a fast-paced environment and prioritise tasks proficiently.
- Enthusiastic and creative team player with ability to work both independently and collaboratively.
- Proficient with Microsoft Office, database and web content management.

Please submit a CV, a covering letter indicating your interest in Gateway House and motivations for working with us, and two relevant writing samples, to [jobs@gatewayhouse.in](mailto:jobs@gatewayhouse.in). **PLEASE INCLUDE THE NAME OF THE POSITION IN THE SUBJECT OF YOUR EMAIL.** Once we review these documents internally, we'll contact you for an interview (in person if you're in Mumbai), or over the telephone.