Project Associate

Number of Positions: 2

Full-time | Project Management Team

Base Location: Remote (India)

Reporting Line: Senior Manager / Impact Manager

Start Date: 1st October 2024

About Oorja

Oorja (www.oorjasolutions.org) is an award-winning social enterprise based in New Delhi. We are on a mission to empower 1 million farmers globally by 2030 with the agricultural solutions they need to sustainably increase their income and quality of life.

Oorja is a Farming-as-a-Service company working at the intersection of sustainable agriculture and renewable energy. Our focus is on powering productive-use appliances that help users to generate stable incomes, create jobs, and mitigate carbon emissions. Despite urgent need, around 90% of marginal farmers cannot afford to invest in solar technology to meet energy needs on their farms. Oorja wants to close this gap. We finance, install and maintain decentralised solar energy infrastructure for community use. We use these assets to sell affordable and reliable solar irrigation and milling services on a pay-per-use basis to smallholder farmers, without any upfront cost to them. We also offer offline and digital advisory services to strengthen climate adaptation and resilience amongst farmers. We operate in rural areas of northern India where farmers are currently reliant on polluting and expensive diesel motors for their energy needs and have ambitions to scale up our unique solution globally.

Our core strengths are our inclusive, farmer-centric business model and a diverse and driven team with shared passion for sustainable development. Some of our investors and partners in this mission are:



Role Background

Oorja is seeking a Project Associate to join its Project Management team. You should bring an experience of minimum 1-2 years of relevant professional experience (preferably in the social sector) and are expected to have strong writing and data analysis and presentation skills. You will play a critical role in the Project Management team, which handles grant fundraising, partnerships, impact monitoring and evaluation and program management. Specifically, you will be responsible for scoping for grant funding opportunities, writing funding applications, communicating with project partners, developing business proposals, and conducting data cleaning, analysis and reporting. The ideal candidate must have experience in 1-2 or more of the following areas: proposal writing, data analysis and impact management. You should have excellent written communication skills as well as analytical abilities in Excel. We are looking for a self-motivated and flexible individual who is able to juggle competing tasks, can meet strict deadlines and adapt to the evolving needs in a start-up environment. Be prepared to learn lots of new skills and grow rapidly with the company!

Roles & Responsibilities

As a Project Associate, you will be expected to serve a key role within our Project Management team. Your responsibilities include, but are not limited to:

Funding Application Writing

- Research and evaluate grant funding opportunities, awards, competitions and relevant funding opportunities that Oorja is eligible for and maintain a pipeline for the year
- Coordinate with various functional leads on their funding requirements; assist them in developing proposals and budgets; conduct desk research on relevant topics
- Write and edit applications and proposals for funding
- Prepare supplementary documents such as pitch decks, videos, photos etc. for submission.

Proposal Writing & Partner Management

- Identify, research and establish contact with potential partners, such as accelerators, clients, advisors and ecosystem partners, with the purpose of supporting Oorja's expansion and growth
- Develop customised proposals for potential partners
- Support to ensure delivery of project deliverables on time
- Represent the company at key programs; participate in calls, workshops and other events
- Support with drafting, negotiation and signing of key agreements and MoUs.

Data Analysis & Presentation

- Supervise the collection of baseline and periodic impact data using standardised surveys; prepare internal reports to guide decision-making
- Organise, clean and analyse demographic, socio-economic, agricultural and geographical data collected from farmers and sites for various purposes, including impact assessment, demand assessment, market research, collaborative studies, etc.
- Data collection, cleaning, storage and management; data analysis and visualisation in Excel, Tableau, or other suitable format
- Calculate key impact metrics and social return on investment (SROI); calculate standard deviations, errors and perform statistical analysis in the data; interpret results and summarise key findings
- Present data in graphical and tabular format using Excel, Tableau or other visualisation tools.

Reporting

- Write reports for internal and external audiences: project reports; performance and impact reports; annual report
- Support with reporting to funders and partners in designated format
- Manage reporting calendar for all funders and partners.

Qualifications & Skills

- Minimum 1-2 years of relevant professional experience (required); experience in the social enterprise space or development sector (preferred)
- Basic understanding of how to write proposals, funding applications and reports
- Strong English writing skills; ability to clearly and effectively communicate ideas in written form; ability to critically edit one's own or others' written work; working knowledge of Hindi
- Solid knowledge of impact monitoring and evaluation methodologies, tools and software; prior experience in designing and collecting field data in rural India (preferred)
- High degree of computer literacy with command of data collection and analysis tools (MS-Excel)
- Proficiency in analysing data in MS Excel and Google Sheets; understanding of statistics and error analysis in data
- Organisational and time management skills; attention to detail; documentation and reporting skills
- Self-motivated and ability to work independently to meet deadlines and adhere to quality standards
- Curiosity, team spirit, commitment and passion for the social and environmental challenges that drive Oorja's work.

Other Requirements

- You should have a functional laptop and a reliable internet connectivity to work remotely
- You should be open to travel to rural project locations when required and participate in partner meetings, conferences and events.

What We Offer

- A highly enthusiastic, driven and ambitious team
- A melting pot of diverse talents – development professionals, researchers, engineers, farmers, scientists and community mobilisers
- Competitive remuneration package
- Interesting field of work where you will build your understanding of solar technology, sustainable agri-food systems and the development sector
- Close mentorship for career development
- A flat and open work culture and friendly work environment
- Experience and responsibility at an award-winning company in the renewable energy and agri- tech industries, among the fastest-growing segments of the global economy
- The opportunity to make a difference and to help improve people's lives.

How to Apply

If this opportunity appeals to you, please send your application by filling the brief online application form before 15th September 2024 here – www.oorjasolutions.org/apply-now

Equal Opportunities and Non-Discrimination Statement

Oorja Development Solutions India Private Limited is an equal opportunity employer that values and respects the importance of a diverse and inclusive workforce. It is the policy of the company to recruit, hire, train and promote persons in all job titles without regard to religion, race, caste, gender, place of birth, sexual orientation, marital status or disability status. Oorja endeavors to provide a safe, diverse and comfortable workplace. Oorja will not adversely discriminate, and prohibits other adverse discrimination at the workplace, against any person on its premises, whether that person is in its employment or otherwise. If you can contribute to our organization, you are welcome, regardless of your roots, religion, age or gender.