



Position: Communications & Public Relations (PR) Manager

Location: New Delhi

Organisation: Pahlé India Foundation (PIF)

Position Type: Full-time

About Pahlé India Foundation

Pahlé India Foundation (PIF) is a public policy think-and-action tank working at the intersection of research, policy implementation, and partnerships to advance India's inclusive development agenda. PIF collaborates with government, industry, philanthropy, and knowledge partners to design evidence-based solutions aligned with the vision of a Viksit Bharat. For more information, visit pahleindia.org.

Role Overview

PIF is seeking a Communications & PR Manager with 6–8 years of experience to lead the planning and execution of the Foundation's events, conferences, launches, and roundtables, and to build strong, lasting relationships with the media. The role will also involve raising PIF's visibility, communicating new research, and standardising posting schedules. It will focus on English-language business, economy, trade, and commerce media, both national and international, to expand the reach and visibility of PIF's research and policy work.

This is a field-facing role. The candidate will spend a few days every week out in the field across Delhi, meeting journalists, visiting press clubs and media houses, and representing PIF within the media community, while also managing PIF's events from concept to completion. The role also involves periodic travel to Mumbai to build relationships with business and financial media.

Key Responsibilities

Media Relations & Outreach

- Build and maintain a strong network of journalists, editors, and columnists across English-language business, economy, trade, and commerce media, both national and international.
- Spend a few days every week in the field meeting journalists, visiting press clubs and media houses, and cultivating relationships with foreign correspondents based in Delhi.
- Pitch PIF's research, reports, and experts for news coverage, interviews, op-eds, and expert commentary.
- Draft and distribute press releases, media advisories, and briefing notes.
- Maintain an up-to-date media database and a record of all media interactions.

Event Planning & Management

- Conceptualise, plan, and execute PIF events, including conferences, roundtables, report launches, panel discussions, and press conferences.
- Manage end-to-end event logistics, including venues, vendors, budgets, timelines, invitations, guest lists, and on-ground coordination.
- Coordinate with senior government officials, industry leaders, speakers, and partners, ensuring appropriate protocol is followed.
- Secure media presence and coverage for PIF events.

Media Monitoring & Reporting

- Track and compile media coverage of PIF, its leadership, and its work.
- Prepare regular media monitoring reports and post-event reports with outcomes and learnings.
- Monitor news in PIF's areas of work to identify timely opportunities for comment and engagement.

Communications

- Draft concept notes, one-pagers, presentations, and correspondence for partners and funders.
- Support the development of clear, polished written and visual communication material for external audiences.
- Coordinate with the communications team to ensure consistent messaging and branding across media and events.
- Manage PIF's social media presence, including maintaining a standardised posting schedule and promoting new research across platforms.
- Support leadership's media engagements through interview preparation and briefing material.
- Work closely with research teams to identify newsworthy insights and translate them into media-friendly messaging.

Qualifications & Experience

- Bachelor's degree in Journalism, Mass Communication, Public Relations, Communications, Economics, or a related discipline; a Master's degree is preferred.
- 6–8 years of relevant experience in media relations and events management, preferably with a think tank, policy organisation, PR agency, business media outlet, or corporate communications function.



- An established network of contacts in English-language business and economic media, both national and international.
- Proven track record of managing high-profile events with senior stakeholders.

Skills & Competencies

- Excellent written and spoken English; proficiency in Hindi is an advantage.
- Strong relationship-building, networking, and interpersonal skills.
- Sound understanding of the Indian economy, business, trade, and policy landscape.
- Strong organisational and project management skills, with the ability to manage multiple events under tight deadlines.
- Familiarity with media monitoring tools, MS Office, and social media platforms.
- Willingness to undertake regular field work within Delhi and periodic travel to Mumbai.
- Professionalism, discretion, and composure when dealing with senior stakeholders and the press.

What We Offer

- Opportunity to shape the public profile of a leading public policy think-and-action tank.
- Exposure to national and international media and senior policy stakeholders.
- A collaborative and mission-driven work environment.
- Competitive compensation commensurate with experience.

Application Procedure

Applicants can click on the 'apply now' link or apply via LinkedIn, enclosing a CV along with writing samples or examples of media coverage they have secured.

Note: Only shortlisted candidates will be contacted for further evaluation. Pahlé India Foundation is an equal opportunity employer and encourages applications from individuals of all backgrounds.