

Senior Project Associate

Number of Positions: 1

Full-time | Head Office Team

Base Location: Remote (within India)

Reporting Line: Impact Manager

Start Date: 1st July 2025

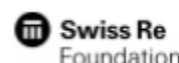


About Oorja

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 looking for a motivated **Project Associate with a specific interest in Data Analysis** to join its **Head Office team**, with **2-3 years of relevant experience**. The role involves supporting with data collection & analysis, dashboard development, grant fundraising, proposal writing, donor and partner communication, and data analysis. Strong skills in writing, Excel, and presentation are essential. The ideal candidate should have experience in one or more of the following: **proposal writing, data analysis, impact monitoring** and (optional) a good understanding of **Indian agriculture**, especially smallholder farming systems. We're seeking someone who is **proactive, adaptable, and eager to learn**, ready to thrive in a fast-paced, mission-driven environment.

Roles & Responsibilities

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

Data Collection, Data Analysis & presentation

- Supervise the collection of baseline and periodic data using customised surveys as per specific requirement of research partnerships; prepare internal reports to guide decision-making for the relevant partnerships
- Data collection, cleaning, storage and management; data analysis and visualisation in Excel, Tableau, or other suitable format for better decision making.
- Supervise the monthly analysis of Impact Data & manage the Monthly impact management process end to end

Funding Application Writing

- Research and evaluate research funding opportunities, and relevant funding opportunities that Oorja is eligible for and maintain a pipeline for the year
- Write and edit applications and proposals for research studies in agriculture
- Prepare supplementary documents such as pitch decks, budgets, videos, photos etc. for submission to prospective organisations

Proposal Writing & Partner Management

- Identify, research and establish contact with potential partners, such as think tanks, researchers, 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, negotiating and signing of key agreements and MoUs

Reporting

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

Qualifications & Skills

- Minimum 2-3 years of relevant professional experience (required); experience managing large sets of data, analysing data for better decision making.
- 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
- 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 sharing your CV and a cover letter to audrey.fillon@oorjasolutions.org.

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.