

Terms of Reference (ToR) **Associate Consultant – Taru Innovation Hub**

About Taru Leading Edge

Taru Leading Edge ("Taru") is a development advisory and think tank with trans-disciplinary expertise endeavouring to engage with development sector challenges by offering a commitment to cutting edge solutions and insights. Incorporated as a private limited company, Taru's mission is to bridge the Science-Institutions-Society interface with a core agenda of providing transformative solutions to the development challenges. Established in 1996 by eminent development professionals, it caters to a diverse range of bilateral and multi-lateral agencies, government departments, corporates and other development organizations through research, technology, solution innovations and implementation support. As part of the continued growth and innovation, Taru Leading Edge is looking to hire a talented, motivated and driven individual to join our Innovation Hub as "**Associate Consultant**". Taru now embarks on a new journey expanding its reach, capacity and business while retaining its core agenda of providing transformative solutions to development challenges.

Role & Responsibilities

Business Development & Growth

- Networking, build, generate new business leads and building and maintaining strong, collaborative client relationships - Private Sector, Investors, Funding agencies, Corporates, other external stakeholders etc.
- Write proposals and concept notes, develop pitch decks towards proactive business development activities in order to maximize growth
- Develop proposals towards RFPs/RFQs/EOIs towards market driven reactive business development activities

Project Management

- Support in project planning and project management: design, plan and manage activities towards effective and timely delivery of projects
- Maintain high standards of quality in project outputs and deliverables
- Take ownership of project goals, milestones and content; lead in delivery of the same according to client satisfaction/expectations and internal and contract requirements.
- Provide regular updates and timely information to senior Taru staff on progress on projects and assignments
- Interactions with clients and stakeholders

Knowledge Management

- Support in implementing Taru Innovation Hub's knowledge activities through flagship event(s), flagship publication(s), sector engagements etc.; research, analysis and synthesis of complex issues and contribute to Taru's knowledge capture and dissemination

Qualifications and Skill sets

- 4-6 years' experience in a fast-paced environment, preferably with corporate, consulting, finance sector or other private sector experience; experience in entrepreneurial ecosystem, incubators, accelerators etc. is preferable
- Post Graduate in Economics, Finance, Entrepreneurship and/or MBA is a must!
- Strong execution skill set – including a focus on decision making, comfort with ambiguity, and ability to drive rapid "learn and implement" iterations, strong bias for action and outcomes-based orientation.
- Other skillsets include developing Business plans, market analysis, insights and research, go-to-market (GTM) Strategy
- Fluent in written and spoken English, with the ability to speak in front of an audience as and when deemed necessary
- Superior writing and presentation skills— MS Word, Power point, Excel etc, and other tools
- Ability to work in a dynamic fast-paced environment and understand risk and challenges and withstand pressure
- Aligning work style with established work culture and leadership team.

Location

Mumbai/New Delhi

Joining Date

Immediate

Apply

Interested candidates can email their CV to Ms. Manisha Taheem mtaheem@taru.co.in with the email subject as "**CV for Associate Consultant – Taru Innovation Hub**". Only shortlisted candidates will be contacted for the interview.