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# Role: (Senior) Operations Associate

Prosperiti | May 2026

## Who we are

Prosperiti builds state capacity to increase economic freedom in India. We produce insights on state-level regulation, identify opportunities for reforms, help build policy consensus, and assist in implementation. We release issue-specific [State of Regulation reports](#) and bi-weekly broadcasts ([insights](#) and [explainers](#)) to help states make informed decisions. In partner states, we provide design, drafting, and execution support. For the near term, our focus is to reform labour regulations and building regulations.

We have thus far supported five states in their reform journey. In Uttar Pradesh, we are assisting the state to introduce reforms to labour regulations. In Punjab and Odisha, we are supporting five departments to reform building standards. In Telangana, we have helped the state draft its [MSME policy](#). In Tamil Nadu, we assisted the MSME department to draft a chapter on ease of doing business for the [MSME Report](#). Our research insights have been featured prominently in the Economic Survey [2023-24](#) and [2024-25](#) and were shared during the Chief Secretaries' Conference [2024](#).

We are supported by philanthropic foundations and patrons: [The Convergence Foundation](#), [Nudge Institute](#), [Azim Premji University](#), [Godrej Foundation](#), Harish Bina Shah Foundation, Lal Family Foundation, and Tree of Life Foundation.

## Who leads us

- [Bhuvana Anand](#), Co-Founder: 18+ years in better regulation, governance, public finance, and political economy, at Centre for Civil Society, DFID, JPAL, Deloitte's Emerging Markets Group, and the UN.
- [Baishali Bomjan](#), Co-Founder: 20+ years in business development, strategy, communications, organisation development, at Centre for Civil Society, Atlas Network, India Institute, Centre for Indonesia Policy Studies, and Agaati Foundation.

## Who we are looking for

The Operations team is the backbone of the organisation—securing mission-aligned resources and building systems that drive scale and efficiency. Through process discipline, and data-driven problem solving, they power Prosperiti’s long-term delivery and impact.

The (Senior) Operations Associate will support core organisational functions across finance and compliance, systems and infrastructure, and talent management. This role is critical to ensuring strong operational hygiene, timely compliance, and smooth day-to-day functioning of the organisation.

Qualifications and hard skills for this role include a background in business administration, finance and management, or human resource management. Eye for detail to engage with the minutiae of processes is essential. A curiosity to learn, adapt, and work with new platforms, systems, and technologies is essential to thrive in this role. We are looking for someone early in their career who is quick to learn and comfortable operating in a fast-paced environment.

A (Senior) Operations Associate at Prosperiti is detail-obsessed, systems-oriented, and deeply reliable. They are intellectually curious, and are eager to understand how things work, from workflows to policies. Above all, they bring discipline, discretion, and diligence to every task, helping the organisation function smoothly behind the scenes.

For us, an ideal team member can shapeshift into various roles to achieve project objectives. S/he can balance opposites—can run solo or in a team, do small tasks or deep uninterrupted work. Our culture prizes openness to ideas, antifragility, honesty, drive for self-improvement, adaptiveness, and collaborative working. This is of course the dream; each of our team members is different in temperament and skills. What they do share is curiosity about the world, a passion for what they choose to do, and an ability to relay with others.

## Your profile today

- Master’s degree in business and management, accounting, finance, human resources, information technology, or a related field. Graduates with a strong track record may be considered. Chartered Accountants and Company Secretaries are encouraged to apply.
- At least 2 years of experience in finance, accounts, or general operations, with exposure to execution-heavy operational work.

- Strong analytical, numeracy, and technical skills, with the ability to convey complex ideas clearly.
- Proficiency in Zoho, Tally, Excel/Google Sheets for data analysis, and Airtable, etc for programme management, and accounting softwares and tools.
- Deep intellectual curiosity, entrepreneurial spirit and ‘can-do’ attitude, and with an enthusiasm for details, minutiae, and work process hygiene.
- Strong understanding of India’s policy, economic, and governance landscape would be a plus.

## Your role tomorrow

You will work across finance and compliance, systems and infrastructure and talent management. Here are things you will do:

1. Drive statutory filings: Coordinate with accountant, auditor, company secretary, PF consultant, and RTA to ensure timely and accurate statutory filings.
2. Own compliance tracking: Maintain the compliance tracker, monitor deadlines, regulatory updates, and thresholds to identify when new requirements are triggered. Flag risks and required actions early.
3. Ensure financial hygiene and accuracy: Review invoices, billing, and financial records for correctness and completeness. Follow up with the accountant for timely monthly book-closing and financial reporting.
4. Manage service providers and operational delivery: Scout, negotiate, and coordinate with vendors and service providers for proposals across a wide spectrum of requirements (IT, equipment, communication, events, travel) and ensure timely and accurate delivery of services, invoices, and troubleshooting
5. Run systems and infrastructure: Support the adoption and effective use of tech/AI-based tools for hiring, onboarding, travel, and expense management. Ensure day-to-day infrastructure runs smoothly without disruption.
6. Document systems and processes: Draft and update read-mes for internal systems and organisational policies, as required.

7. Support talent operations: Track hiring pipelines and candidate data. Coordinate onboarding across contracts and systems, and manage exit documentation and handovers.
8. Manage events: Coordinate logistics for offsites, learning and development sessions and events.

## What do you need to know about us

At Prosperiti, culture fit is a priority. We are looking for folks who can reflect honestly on our principles and values and see if the fit is mutual.

### Our principles

- Nothing persuades like the truth.
- Eternal vigilance is sine qua non for liberty.
- Democracy is government by discussion.

### Our values

- Work for a cause, not for applause.
- Knowledge first. Facts over opinion.
- Mutual enrichment over crude competition.
- Don't raise your voice, improve your argument.
- Great works are performed, not by strength, but by perseverance.

### What's our offer

- Competitive compensation benchmarked to top think tanks, research institutions, and non-profit organisations in India.
- Sponsorship for executive training, leadership programs and opportunities to represent Prosperiti at national and international conferences.
- Opportunity to work with the co-founders, advisors and leadership to build a fast-growing organisation.

### How to apply

**Location:** Selected candidates will be based in Delhi (office address: 242, Okhla, Phase III, New Delhi-110020). Our work days are Monday-Friday from 10 am-6 pm.

**Interview and offer process:** Our selection process is designed to ensure alignment between the candidate's expertise, aspirations, and Prosperiti's mission and role requirements. This will include:

- Expression of interest [here](#)
- Case interview based on prompt
- Interview with Co-founders
- Reference check with referees
- Offer email with details of role, and compensation
- Offer call with Co-founder including feedback on the interview process, and discussion on role, and terms of employment

**Application Deadline:** Applications will be considered on a rolling basis until the position is closed.