

## Position Description

Title - Government Relationship Manager (GRM), Mumbai First (MF)

Role Description –The Relationship Manager will perform liaison functions between the organization and the various Governmental Organizations, Non-Governmental Organizations, Various Government departments and other stakeholders advocating for the organization's interest and developing a profile for the organization in Mumbai and MMR. The GRM will create strong relationships, and foster the existing relationships with the various governmental organizations while developing/implementing strategies to secure support/funding for the furthering of MF's objectives.

## Specific Responsibilities

- To conduct research and monitor legislation. To track happenings within the government that could affect the Organization.
- To proactively research policies to see what changes could be advantageous and which trends might negatively impact the organization in the future.
- To solicit relationship internally and externally, internally work with the team and board members and externally with work with government officials, advocacy groups, departments NGOs and citizens.
- To create strong relationships with the various governmental organizations to secure funding/support for MF's Projects and Initiatives.

## Qualifications

- Graduate from any discipline with 5 or more years of experience in working closely with the State Government.
- Knowledge of State government organization and legislative process including budget and appropriations processes.
- Strong creative, strategic, analytical, organisational and personal related skills and experience delivering plans across multiple channels
- Strong presentation and communications skills
- Excellent people management and relationship management skills
- Proficiency in Marathi and Hindi language is desirable.

## Personal Attributes

- Highly motivated self-starter
- Excellent leadership, time management and communication skills
- Team player, with the ability to work on one's own initiative as well as part of a small dynamic team
- Creative and innovative in thought process and delivery.

To know more about what we do visit: <http://mumbaifirst.org/>

Interested applicants can send their resume along with a Cover letter and Photograph at [Himani@mumbaifirst.org](mailto:Himani@mumbaifirst.org)