

## **Job Title: Mission & Research Coordinator**

We are seeking a dedicated and passionate individual to join our team as a Mission Coordinator at Mumbai First. As the Mission Coordinator, you will play a pivotal role in ensuring the smooth execution and coordination of various mission-related activities in the Mumbai Metropolitan Region (MMR).

The task of a Mission & CSR coordinator is to co-ordinate and lead projects, mainly in the health, education, environment & transport sector - within the ambit of Mumbai's city-related issues.

Your responsibilities will include:

- Collaborate with stakeholders to define project objectives, plans, and strategies aligned with the organization's mission.
- Engage and communicate with stakeholders to address concerns and ensure project satisfaction.
- Researching Relevant Issues: Conducting comprehensive research on the MMR to identify and understand the key issues and challenges related to the mission.
- Agenda Preparation: Using your research findings, you will be responsible for preparing the agenda for mission meetings, ensuring that all relevant topics and issues are included.
- Meeting Presentations: Creating informative and engaging presentations to accompany the agenda for all mission meetings.
- Stakeholder Management: Maintaining and developing relationships with associates and organisations for existing projects in areas like Health, Education & Environment
- Action Plan and Reports: Developing a tentative plan of action for the upcoming meetings and preparing action taken reports for review.
- Communication and Follow-ups: Facilitating effective communication through email correspondence and diligent follow-ups for all mission-related events, roundtables, workshops, etc.
- Funding Proposals: Creating specific concept notes and proposals to pitch for corporate funding as and when required by the team.

If you are passionate about making a difference in the MMR and possess the skills outlined above, we invite you to apply for this position. Join us in our mission to drive positive change and shape the future of Mumbai. A strong understanding of the Mumbai Metropolitan Region and its challenges would be advantageous.

### **Required Qualification:**

- Postgraduate Degree in Economics/ Public Policy /Management/ Development/ or equivalent degree from a reputed institution.
- Minimum 2 years' experience in program management and/or research and strategy roles post qualification.
- Strong written and verbal communication
- Having proven experience of planning and executing projects on strategy formulation, creation and implementation of action plans, team management and multitasking abilities.
- Ability to successfully liaise with several departments & agencies within the Government / institutes /bodies, industry partners and associations and Non-Government sector.
- Candidates based in Mumbai/ willing to relocate are ideal.

### **Specific skills:**

- Spoken and Written English (Advanced)
- Spoken Hindi (Basic-Intermediate), Spoken Marathi (added advantage)
- Microsoft Word, Excel and PowerPoint (Advanced)
- Stakeholder management, co-ordination
- Experience working in teams

**Remuneration:** Commensurate with prior work experience

### **About Mumbai First**

**Mumbai First** is a not-for-profit think tank that aims to make the Mumbai Metropolitan Region a better place to live, work and invest in. With its unique model of public-private participation, it was set up by India's industry leaders 25 years ago. The Tatas, Mahindras, Reliance, Godrej, ICICI, Asian Paints, and HDFC are a few of the patrons of this organization which has worked with the Union and State Governments, MCGM, MMRDA, etc. as a nonpartisan body able to engage civil society, professionals, and captains of industry. As a think tank and catalyst between industry and government, Mumbai First has been working relentlessly towards its vision of transforming the Mumbai Metropolitan Region (MMR) into a world-class city for citizens, and a most preferred destination for business.

Mumbai First has been constantly evolving and organizes international conferences, awareness programs, workshops and roundtable discussions on the most relevant issues in the city (across nine verticals known as missions- Environment, Governance, Health, Education, Financial & Economic Growth, Art, Heritage & Culture, Transport & Mobility, Security & Resilience, and Housing).