

Job Title: Public Affairs & Outreach Coordinator

We are seeking a dedicated and passionate individual to join our team as a Public Affairs & Outreach Coordinator. As a Public Affairs & Outreach Coordinator, you will play a pivotal role in ensuring the creation of outreach content and engagement of memberships for various mission-related activities in the Mumbai Metropolitan Region (MMR).

Your responsibilities will include:

- Develop and implement a comprehensive communication plan to promote membership and fundraising efforts.
- Creating specific concept notes and proposals to pitch for corporate funding as and when required by the team.
- Managing day-to-day content for the Mumbai First web page and promoting digital outreach.
- Coordinating membership drives, including outreach efforts, promotional campaigns, and membership renewal activities.
- Represent the organization at community events, workshops, and meetings
- Plan and organize public events, workshops, and conferences to engage stakeholders and promote policy discussions.
- Collaborate with internal teams and external partners to develop event agendas and secure expert speakers.

The successful candidate will possess excellent organizational skills, strong written and verbal communication abilities, and the ability to work independently and collaboratively in a fast-paced environment. A strong understanding of the Mumbai Metropolitan Region and its challenges would be advantageous.

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.

Required Qualification:

- Postgraduate Degree in Public Relations/ Finance/ Management/ Development/ Public Policy 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 in 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)
- Public Relations (Strong)
- Marketing and Communications (Strong)
- Outreach management and knowledge of Canva/another relevant tool

Salary: 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. 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 through a unique model of public-private partnership.

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.