



Job Title: Mission & Research Coordinator

Location: Mumbai, India

About Mumbai First:

Mumbai First is a not-for-profit organization that promotes better governance and sustainable development within the Mumbai Metropolitan Region (MMR). We collaborate with government bodies, corporates, and civil society to drive initiatives that enhance Mumbai's growth across various verticals, including governance, transport, mobility, and healthcare.

We are seeking an experienced and strategic Mission & Research Coordinator to lead key initiatives that support our mission of sustainable development, improving governance, transportation systems, and mobility within MMR. The candidate will play a pivotal role in shaping and driving large-scale mission-driven projects, providing research-based insights, and fostering cross-sectoral collaborations.

Responsibilities:

I. Research and Thought Leadership:

- Lead and oversee in-depth research on critical governance issues in MMR, including transport, mobility, infrastructure, climate change, and sustainable development.
- Provide strategic insights, identify trends, and contribute to urban governance and mobility challenges research.
- Design and implement innovative programs that address sustainability and other key urban issues.
- Supervise and ensure the quality and impact of research outputs align with organizational goals.

II. Project Leadership & Strategic Coordination:

- Spearhead large-scale projects related to Mumbai First's missions, ensuring alignment with Mumbai First's strategic vision.
- Coordinate with cross-functional teams and oversee project milestones, ensuring timely delivery of project outcomes.



- Manage relationships with senior-level stakeholders, including government officials, authorities, and industry leaders.
- Represent Mumbai First in high-level meetings, discussions, and international/national forums to advocate for regional transformation initiatives.

III. Policy Development & Advocacy:

- Take a leadership role in advocacy campaigns to promote policies to enhance urban governance and transportation infrastructure.
- Serve as a key advisor to stakeholders and government entities on best practices for sustainable urban development.

IV. Mission Alignment & Strategic Development:

- Ensure all projects and initiatives align with Mumbai First's missions, long-term vision, and strategic objectives for governance, transport, and mobility.
- Assist the team in formulating strategic goals and objectives for the governance in MMR.
- Contribute to building and refining the organization's mission-driven strategies for city development and regional resilience.

V. Stakeholder Management & Public Engagement:

- Build and strengthen relationships with key stakeholders from government, public institutions, corporate partners, and civil society organizations.
- Lead high-level public-private dialogues, bringing together sectoral leaders to collaborate on critical urban issues.
- Create and nurture partnerships with international bodies and experts to promote knowledge exchange and resource mobilization.

Qualifications:

- Postgraduate Degree in areas related to Urban Planning, Public Policy, Development Studies, Sustainable Mobility, or equivalent from a reputed institution.
- Minimum 3-5 years of professional experience in project management, strategic research, or policy development roles.
- Proven track record in leading large-scale mission-driven projects and managing cross-functional teams.
- Excellent communication, leadership, and interpersonal skills to engage effectively with senior stakeholders and teams.



- Deep understanding and interest in Mumbai's urban challenges and dynamics within the Mumbai Metropolitan Region is highly desirable.
- Passion for sustainable urban development and a commitment to Mumbai First's mission.

Remuneration:

Commensurate with experience and industry standards.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and motivation to **info@mumbaifirst.org**. Please include "Mission & Research Coordinator" in the email subject line.