

Job Description

Lead Specialist – Membership and Coalition Governance

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Location	New Delhi, India
Grade and No. of position	Lead Specialist (1)
Salary and Benefits	Competitive
Contract	Fixed Term Contract (3 years), extendable for up to another 3 years, Full-Time, National /International Hire.
Applications Closing date	Applications will be reviewed on a rolling basis, with priority given to early submissions during the shortlisting and selection process. The position will remain open until it is filled.

About CDRI

The Coalition for Disaster Resilient Infrastructure (CDRI) is a partnership of national governments, UN agencies and programs, multilateral development banks and financing mechanisms, the private sector, and knowledge institutions that aims to promote the resilience of new and existing infrastructure systems to climate and disaster risks in support of sustainable development.

Mission

“To support countries to upgrade their systems to ensure disaster and climate resilience of existing and future infrastructure.”

Impact (that CDRI aims to achieve)

By 2050, over US\$10 trillion of new and existing infrastructure investments and services are resilient to natural hazards and climate change through enhanced capacity, informed policy, planning, and management, leading to improved quality of environment, livelihood, and life of over 3 billion people.

CDRI Mandate & Value Proposition

CDRI has been envisioned and established as a global network to advance the agenda, support coordinated action among stakeholders, and focus on bringing voices from vulnerable geographies and populations to international policy forums. Internationally agreed-upon goals in the SFDRR, the SDGs, and the Paris Climate Agreement provide the foundational framework that guides the Coalition’s vision and mission.

As a global partnership, the Coalition aims to ensure that the investments of its members and partners are aligned and well-coordinated in support of the shared ambition of disaster and climate resilience of new and existing infrastructure. The two unique yet interconnected roles that CDRI shoulders in this direction are:

- A Strong Coalition Driving Collaborative DRI Action: In 2025, CDRI stands as a partnership of 46 national governments and seven international organizations. The Coalition enjoys robust political support, which propels its efforts to advance the interests of its members and partners.
- A Solution-Focused Centre of Excellence for DRI: As a Centre of Excellence for DRI, the Coalition strengthens the individual and collective capacities of its members and partners by aggregating and sharing knowledge, brokering need- based partnerships, and strengthening capacities through collaborative learning and action.

Strategic Work Plan 2023-2026

CDRI's Strategic Work Plan 2023-26 describes the broad contours of its priority actions and planned initiatives in the next four years. The Strategic Work Plan sets out a clear direction for the Coalition to pursue a transformational agenda for DRI in response to a changing risk landscape and evolving on-ground realities of its members. In the next four years, the Coalition will continue to leverage the expertise of its Member Countries and partners to develop context-specific, innovative solutions for resilient infrastructure towards the achievement of national priorities and global commitments of its members.

With the strategic work plan for 2023 – 2026, CDRI has set out the following strategic outcomes.

Strategic Outcome 1: A strong Coalition that has the membership, resources, and global leadership to drive global, national, regional, and local DRI action.

Strategic Outcome 2: Global DRI research, Coalition-led peer engagement, and CDRI-curated and generated knowledge promote risk-informed policy and practice.

Strategic Outcome 3: Enhanced capacities of government, private enterprises, and communities to implement post-disaster recovery and DRI action at scale.

CDRI Headquarters (Secretariat)

The CDRI headquarters is established in New Delhi, India, to act as the Secretariat of the Coalition. The Secretariat functions under the direction of the International Governing Council and the Executive Committee to implement the programmes of CDRI.

Position

The position is open to candidates of all nationalities.

All nationals demonstrating 10 years of international work experience in at least 5 countries across 2 UN geographic regions (from Africa, Asia, Europe, Latin America and the Caribbean, North America, and Oceania) would be considered for international positions (International hire).

Objective of the position:

The Lead Specialist - Membership and Coalition Governance will be responsible for stewarding the Coalition's members and strategic partners portfolio, which currently has 46 Members and will be expected to grow by at least 25% during the strategic period (2023-2026).

The incumbent will play a critical role in identifying areas of collaboration and leveraging resources to build engagements with the member countries and organizations and expand the scope and impact of the Coalition's Strategic Work Plan.

The portfolio includes member countries, international organizations, multilateral development banks, international organizations, private sectors, academic institutions, think tanks, and philanthropies. The role will lead efforts to steward existing and new members to support the achievement of the Strategic Outcomes of the Strategic Work Plan.

Key Roles and Responsibilities:

- Advance CDRI's collaboration and cultivate relationships with the existing and prospective members of the Coalition.
- Engage regularly with the Embassies / Consulates in India and their respective key Ministries/ Government Agencies.
- Formalize MoU's /Agreements, respond to inquiries, and maintain relationship with external stakeholders.
- Design and maintain systems (CRM) to track membership and contacts database. Maintain Coalition's member database to record and track all existing and prospective Member's portfolios.
- Be the bridge between the CDRI members and CDRI internal functions to carry out various programmatic interventions at country level and regions.
- Support the Leadership for various high-level engagements and meetings with Heads of States, Heads of Organizations, ministerial and other external stakeholders.
- Identify and pursue potential funding opportunities and collaboration to mobilize resources and amplify the impact of CDRI programs and expand the donor base.
- Support the Director on agenda notes, circulars and other documentation for various internal Board level meetings.
- Develop Partnership Engagement plans and Relationship Management Framework in line with the CDRI Strategic Work Plan (2023-26).
- Identify relevant national and global forums and platforms for outreach to potential new members and strengthening CDRI's engagement.
- Coordinate closely with the key ministries, government agencies, development partners, private sector, and other relevant stakeholders concerning disaster resilient infrastructure activities and maintain up-to-date information on their activities and programs.
- Assist with other duties as assigned, including organizing high-level meetings.

Skills

- Demonstrated strategic, technical, and intellectual skills in the substantive area.
- Detailed knowledge and understanding of key donors, their priorities, and areas of interest, as well as adapting content and approaches of resource mobilization activities to their requirements.

- Demonstrated experience in managing multilateral decision-making processes.
- Understanding of more advanced aspects of resource mobilization as well as the fundamental concepts of related disciplines.
- Experience in establishing partnerships and networks with partners.
- Demonstrated leadership, facilitation, and coordination skills and ability to manage the technical team.
- Proven ability to work effectively in multi-disciplinary and multi-cultural teams.
- Experience working in an international organization.
- Excellent communication and interpersonal skills and a proven ability to be flexible in demanding situations.
- Analytical and strategic planning skills and the ability to handle multiple priorities.
- The ability to present information and concepts clearly, both verbally and on paper.
- Proven ability to draw inputs from multiple disciplines and synthesize them to address specific problems.
- Experience in drafting knowledge products such as books, articles, research papers, toolkits, guides, policy papers and notes, baseline studies, and/or comparative studies.
- Familiarity with international frameworks like the Sustainable Development Goals (SDGs), the Sendai Framework on Disaster Risk Reduction, and the Paris Agreement on Climate Change.
- Strong interpersonal written and oral communication skills.
- Past track record/Ability to deliver timely and quality products independently.
- Computer proficiency, especially related to professional office software packages (Microsoft Office).

Qualifications:

- Master's degree in international relations, public relations, international cooperation for development, communication, social science, journalism, political science, or related fields is preferred. Candidates with international education are desirable.

Experience:

- 10+ years of overall experience with at least 4 years of leadership experience at the national or international level, including experience within the international development system on resource mobilization and partnership development.
- Minimum 3 years of experience as a staff or consultant in an international organization. Familiarity with fundraising for development programming is preferred. Specific experience in disaster risk reduction will be given additional weightage.

Reporting Line:

- The incumbent will report to the Director- Partnerships, Governance, and Resource Mobilization.

Language Requirements:

- Fluency in English, both oral and written.
- Knowledge of any of the UN's official languages will be an asset.
