

Lead Specialist – Membership and Coalition Governance

JUNE 2025



About CDRI

The **Coalition for Disaster Resilient Infrastructure (CDRI)** is a global partnership of national governments, UN agencies, multilateral development banks, private sector, and academic institutions. It aims to promote the resilience of infrastructure systems against climate and disaster risks to ensure sustainable development.

STRATEGIC WORK PLAN 2023–2026

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.

The CDRI **Secretariat**, based in New Delhi, coordinates and implements the Coalition's strategic priorities and activities.





The Role

ROLE

Lead Specialist – Membership and Coalition Governance

LOCATION

New Delhi, India

GRADE & NO. OF POSITIONS

Lead Specialist (1)

SALARY & BENEFITS

Competitive

CONTRACT

Fixed Term Contract (3 years), extendable for up to another 3 years, Full-Time, National/ International Hire

Role Purpose

The **Lead Specialist – Membership and Coalition Governance** will be responsible for managing and strengthening relationships with CDRI's growing portfolio of members and strategic partners. Currently comprising 46 members, this coalition is expected to grow by at least 25% by 2026. The role involves facilitating engagement, enhancing governance systems, and supporting high-level representation of CDRI globally.

The Lead Specialist will act as a strategic liaison between member entities and the CDRI Secretariat, ensuring that members' voices are reflected in governance, programme development, and implementation aligned with CDRI's Strategic Work Plan 2023–2026.

Reporting Line

Reports to the Director – Partnerships, Governance, and Resource Mobilization.





Key Responsibilities

- Lead relationship management with current and prospective Coalition members.
- Represent CDRI in engagements with diplomatic missions, ministries, and partner organizations.
- Develop and maintain MoUs, agreements, and partnership frameworks with members.
- Design and manage the membership CRM and contact databases.
- Serve as a liaison between members and internal programme teams to advance national and regional interventions.
- Support senior leadership in organizing and documenting engagements with heads of state, international organizations, and donors.
- Identify strategic opportunities to expand membership and build funding partnerships.
- Coordinate the preparation of board-level documentation including agenda notes and circulars.
- Develop and oversee implementation of partnership engagement and relationship management strategies.
- Represent CDRI at global events and forums to foster new collaborations.
- Track and report on the activities of member countries and institutions to identify collaboration opportunities.
- Organize high-level meetings, summits, and member-focused events in support of CDRI's mission.

Candidate Profile

QUALIFICATIONS

- Master's degree in international relations, public policy, communications, development cooperation, political science, or a related field.
- International education or exposure is desirable.

EXPERIENCE

- Minimum 10 years of relevant professional experience, with at least 4 years in a leadership role at the national or international level.
- Experience in international partnership development, coalition management, or resource mobilization.
- Minimum 3 years working in or with international organizations.
- Experience with disaster risk reduction or infrastructure development initiatives is an advantage.
- International project experience across at least 5 countries and 2 UN geographic regions is required for international hire eligibility*.

SKILLS & COMPETENCIES

- Strategic leadership, relationship management, and coordination skills.
- Deep understanding of multilateral governance, development cooperation, and donor engagement.

- Ability to develop partnership frameworks and implement engagement strategies.
- Strong writing and presentation skills; able to produce high-quality reports, briefing notes, and policy documents.
- Excellent interpersonal and communication skills in cross-cultural contexts.
- Ability to synthesize multidisciplinary inputs and manage complex stakeholder portfolios.
- Proficiency with Microsoft Office and CRM systems.
- Familiarity with international frameworks: SDGs, Sendai Framework, and the Paris Agreement.
- Demonstrated ability to work independently, manage deadlines, and lead cross-functional teams.

LANGUAGE REQUIREMENTS

- Fluency in English (oral and written) is essential.
- Proficiency in any of the UN's official languages is an asset.

**International Hire = 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).*





How to Apply

ALL CORRESPONDENCE, AT THIS STAGE, SHOULD BE VIA OXFORD HR.

To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy)-Organisation e.g., Pat-Jones-CV-0625-CDRI or Pat-Jones-CoverLetter-0625-CDRI.

TIMELINE

- Closing Date: Applications will be reviewed on a rolling basis and the position will remain open until filled.
- First Stage Interviews: TBC
- Final Interviews: TBC

SELECTION PROCESS

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

EQUALITY STATEMENT

Equality and diversity are at the core of CDRI's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

QUERIES

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at knagarajah@oxfordhr.com in the first instance.

About Oxford HR

OXFORD HR IS A B CORP CERTIFIED LEADERSHIP CONSULTANCY.

Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

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