



Job Title: Stakeholder Engagement Lead

Job Summary:

The Stakeholder Engagement Lead will coordinate the Mitigation Collaborative Stakeholder Forum and ensure successful engagement with all project stakeholders. This role requires managing stakeholder communications, gathering feedback, and facilitating collaboration across multiple entities to meet the project's goals in hazard mitigation. The ideal candidate will have excellent leadership, communication, and organizational skills, with experience in working with diverse groups such as federal agencies, NGOs, academic institutions, and local authorities.

Key Responsibilities:

- Develop a comprehensive Stakeholder Engagement Plan to support the establishment of the Mitigation Collaborative, outlining strategies for effective communication, collaboration, and feedback with all stakeholders.
- Identify and engage key stakeholders from federal agencies, NGOs, academia, and local authorities.
- Organize and facilitate the stakeholder forum sessions, ensuring productive meetings and collaboration across diverse stakeholder groups.
- Manage all communications with stakeholders, ensuring clarity, timeliness, and alignment with project goals.
- Collect and analyze stakeholder feedback to ensure the project's goals in hazard mitigation and diversity inclusion are met.
- Ensure alignment with project goals and objectives, including facilitating collaboration in problem-solving and decision-making.
- Coordinate stakeholder meetings and preparing project reports on critical meeting outcomes and action items.

Qualifications:

- Bachelor's degree in Public Administration, Environmental Science, Emergency Management, or a related field. A Master's degree is preferred.
- Minimum 2-years' experience in stakeholder engagement, project management, or communications, preferably within hazard mitigation, disaster management, or a related field.
- Proven experience working with diverse stakeholder groups, including government agencies, non-profits, and academic institutions.
- Strong project management skills, including meeting facilitation, organizing feedback, and reporting outcomes.
- Excellent written and verbal communication skills, with the ability to present complex information clearly to a variety of audiences.
- Strong organizational skills with attention to detail.
- Ability to work collaboratively with team members and external partners in a fast-paced environment.

Preferred Skills:

- Knowledge of hazard mitigation, disaster risk reduction, and related policy areas.
- Experience in organizing large stakeholder forums and managing collaborative problem-solving efforts.



Location:

- Remote

How to Apply:

Interested candidates should submit their resume and cover letter outlining their relevant experience and qualifications to contact@nhma.info.