
MIT Job Description

Job Title: Education Program Admin 1	Position Title: Associate Director, Executive Programs
Reports to: Managing Director, Company Specific Programs - APAC	% Effort or Wkly Hrs: 100% Effort
Department: Executive Education	Prepared by: Cyndi Gately
	Grade 8

Position Overview:

The Associate Director of Executive Programs manages the client relationship and program design for a mixed portfolio of programs and partners with one or more Program Managers for the delivery of their portfolio of programs.

Principal Duties and Responsibilities (Essential Functions)**

Portfolio and Program Management (75%)

- Manage a portfolio of custom, open enrollment and institutional programs with responsibility for client and faculty relationship management, program design, planning/budgeting, educational outcomes and financial performance
- Support the business development team in generating and responding to client requests for executive education offerings
- Maintain an in-depth knowledge of the full portfolio of program offerings and Executive Education faculty expertise, so as to be able to advise companies and individuals in their selection of MIT Sloan Executive Education programs

Portfolio and Program Development & Strategy (25%)

- Leverage relationships and activities across campus to enhance program and client development
- Provide organizational leadership in area(s) of strategic value to the business. e.g. specialist knowledge and leadership within the organization in learning technology for executive education and/or action learning
- In collaboration with the Senior Director, implement an active performance plan and metrics for their own program portfolio performance
- Associate Director / Managing Director determines appropriate work methods, plans, schedules, and prioritizes work based on goals and objectives to be achieved, within the standards of group unit; carries out work activities independently
- Consults with and provide regular updates to Managing Director
- Exemplify and uphold the MIT Executive Education Values of People, Trust & Respect, Learning & Ideas, Operational Excellence, and Sustainability

Perform other related duties as required or directed

Supervision Received:

- Reports to Managing Director, Company Specific Programs - APAC

Supervision N/A

Qualifications & Skills:

Required:

- Bachelor's degree in a related field
- Minimum 5 years of industry or executive education programming

Preferred:

- MBA
- Proven ability to manage the program development process including:
 - Understand business challenges of the client and communicate these to MIT faculty and senior leadership of MIT Sloan Executive Education
 - Connect the client's business challenges to faculty expertise and interests.
 - In collaboration with MIT faculty, help to design complex program offerings.
- Demonstrate business acumen including:
 - Manage high-level, large-engagement, global client relationships and identify business development opportunities
 - Demonstrate strategic thinking and implement strategic orientation of MIT Sloan Executive Education
 - Understand and navigate the internal dynamics of both client organizations and MIT
 - Negotiate and influence positive goals for the client and for MIT
- Work collaboratively with corporate senior executives, faculty and staff at all levels of the client organization and MIT.
- Develop and maintain excellent relationships with Institute faculty
- Experience of aptitude for developing programs delivered using digital technologies.
- Prioritize work based on strategic objectives
- Superior interpersonal and communications skills
- Maintain professional outlook and demeanor at all times, managing stress appropriately
- Show initiative and innovation in areas of greatest importance to the organization
- Work easily as leader and member of teams
- Serve as a role model for others in the organization, setting a tone of integrity and professional conduct, while working with others to achieve organizational goals
- Ability to work productively within MIT/Sloan business processes
- Familiarity with MIT Sloan and MIT education desirable
- Given global nature of executive education delivery, candidates must be able to work outside standard business hours (8am-5pm EST), e.g. to accommodate an international client's local business hours, and/or available to travel domestically and internationally to client locations.

Competencies:

1. **Manages ambiguity and navigates change** while being comfortable and confident working in a fast-paced and changing environment
2. **Works towards team success** with humility, as both a member and a leader of formal and informal teams
3. **Collaborates with others** while respectfully advancing organizational goals and achieving desired outcomes
4. **Focuses on impact and outcomes** while working to make a difference and achieve organizational goals
5. **Manages people and teams** by providing direction, support, and encouragement to accomplish organizational goals

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.