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## MIT Job Description

<b>Job Title: Fundraising Coordinator II</b>	<b>Position Title: Assistant Director, Strategic Initiatives, Office of External Relations (OER)</b>
<b>Reports to: Senior Director, Strategic Initiatives</b>	<b>% Effort or Weekly Hours: 100%</b>

### **Position Overview:**

The Assistant Director works collaboratively as an important member of the Strategic Initiatives team in the MIT Sloan Office of External Relations. The Strategic Initiatives team is responsible for providing education and training to staff about the school's funding priorities, working closely with faculty members on fundraising strategy and activities, producing internal and external collateral, and developing gift proposals.

The Assistant Director serves as a liaison to several faculty-led strategic initiatives while developing communications about all initiatives including marketing collateral and customized proposals.

MIT Sloan is devoted to its mission: to develop principled, innovative leaders who improve the world and to generate ideas that advance management practice. The mission of the Office of External Relations is to engage alumni with intellectual content and inspire financial support from high potential alumni and friends in specific regions and for approved priorities that emphasizes MIT Sloan's unique impact and trust in Sloan's leadership. The Strategic Initiatives team supports this mission by creating fundraising documents to communicate Sloan's work with an external audience. The Strategic Initiatives team regularly meets with faculty members to learn about and support their work to create a better world. This role will receive guidance, support, and oversight by the Senior Associate Director of Strategic Initiatives.

### **Principal Duties and Responsibilities (Essential Functions):**

#### **Initiative Communications and Editorial Development:**

- Produces MIT Sloan development marketing materials, including overviews of the centers/initiatives
- Works with the centers/initiatives and OER leadership to develop giving opportunities
- Writes major/principal gift proposals in collaboration with fundraisers
- Edits documents produced by SI and other teams for consistency, grammar, tone, and accuracy
- Develops content for use in Campaign Website and other sources
- Curates and maintains current knowledge of faculty research
- Translates research into accessible language

#### **Relationship Management:**

- Partners with Gift Officers to facilitate connections between faculty members and prospects
- Provides education assistance to fundraising staff on Sloan's fundraising priorities
- Maintains strong working relationships with select faculty members
- Serves as an advocate for Sloan's priorities, featuring their work across campaign and OER channels
- Serves as the key liaison for faculty and administrators of Sloan's funding priorities
- Provides support and assistance at initiative activities

Other duties as required.

### **Supervision Received:**

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Senior Director, Strategic Initiatives

**Supervision Exercised:**

None

**Qualifications & Skills:**

- ~~Required a one or two page research or fundraising writing sample to convey ability to express a point clearly.~~
- Bachelor's Degree, plus at least three years in communications or resource development roles, preferably within a higher education setting.
- Strong oral communications, creative skills and technical writing skills
- Strong attention to detail.
- Ability to communicate effectively with faculty members, senior leadership of MIT Sloan and administrative leaders of centers & initiatives.
- Strong analytical and research skills and ability to synthesize complex information into usable tools for fund raisers, with a particular focus on illustrating the impact of philanthropic support.
- Working knowledge of Microsoft Office programs required. Familiarity with Advance and InDesign are a plus.
- Self-directed, proactive, and curious, with an ability to search out answers and problem solve as needed.
- Ability to work both independently and in close collaboration as appropriate.

**Decision Making and Judgment**

- Ability to multi-task and manage competing priorities while meeting deadlines and maintaining high standards of accuracy and quality.
- Demonstrated diplomacy and an ability to influence people over whom they have no formal authority; high level of professionalism.
- Ability to deal with confidential and/or sensitive information and issues using discretion and judgment.