
MIT Job Description

Job Title: Associate Director, Executive Programs	Position Title: Associate Director
Reports to: Sr. Director, Executive Programs	% Effort or Wkly Hrs: 100% Effort

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):**

- 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;
- 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;
- Leverage relationships and activities across campus to enhance program and client development;
- Support the business development team in generating and responding to client requests for executive education offerings;
- 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;
- 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 Senior Director of Executive Programs

Supervision Exercised:

- Associate Director / Senior 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 Senior Director

Qualifications & Skills:

- 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, 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
- 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

Education and experience

- MBA degree or equivalent business experience
- Min. of 5 years working experience
- Familiarity with MIT Sloan and MIT education desirable

** 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.