MIT Position Description

Job Title: Mgmt 4, Program & Project Admin	**Position Title:** Executive Director, CAMS
Reports to: Stuart Madnick	**% Effort or Wkly Hrs:** 100%
Department: Cybersecurity at MIT Sloan (CAMS)	Grade 12

Position Overview:

The Executive Director will lead CAMS's administrative efforts to become the world's most influential university-based research community focused on improving the cybersecurity of critical infrastructure and all organizations through an interdisciplinary research approach centered on the strategic, managerial, and operational issues related to cybersecurity. Working with CAMS' Directors, the Executive Director will develop strategic plans, recruit corporate members and other funding sources, oversee the administration of CAMS operations, HR, communications, member management, and events. The Executive Director will manage full-time and part-time administrative staff. They will develop cooperative working relationships externally with CAMS members and prospects, and internally with other offices within MIT Sloan and across the Institute, and represent CAMS in meetings, events, presentations and other settings. They will assist the Directors with all activities supporting the research efforts.

The Executive Director will be expected to attend scheduled in-person meetings and events and spend at least 2-3 days per week on campus, primarily in the CAMS office. Some travel may be expected.

Principal Duties and Responsibilities:

- **Business Development (25%)**

    - Identify new CAMS member prospects, nurture relationships and close deals to maintain/increase CAMS' funding

    - Follow up with potential leads generated by the Directors, taking them to close

    - Identify and bring to the Director's attention potential opportunities for new business/funded research opportunities

    - Represent CAMS in discussions with existing and potential executives in member organizations, in one-on-one or group meetings, industry events, ILP discussions, executive education sessions, etc.

- **Member Management (25%)**

    - Develop strong relationships with all member companies to ensure a positive member experience, help them realize ROI from CAMS membership, and take the lead on obtaining their renewals

    - Ensure members know about the benefits of their CAMS membership and that their requests for papers, articles, meetings, webinars, etc. are processed and fulfilled

    - Create and maintain tools such as an editorial calendar, presentations, onboarding processes, reference and testimonials to ensure a positive and consistent member experience

    - Ensure member information is accurate and accessible to CAMS directors

    - Encourage member participation at events, make appropriate introductions to other CAMS member executives and MIT faculty/researchers/affiliates, and coordinate research project involvement

- **Fiscal and Contractual Management (15%)**

- o Plan and manage CAMS budget

- o Interface with MIT Research Administration Services, legal and finance to define membership models, execute contracts, and monitor financial transactions

- o Have working knowledge of SAP, KC, and other financial and contractual systems used at MIT to manage CAMS member contracts and invoices

- o Oversee CAMS staff to ensure all MIT financial and operational systems are kept up to date, and that invoices are issued and paid in a timely manner (both accounts receivable and accounts payable)

- **Marketing, Communications and Event Management (15%)**

  - o Promote CAMS research to the member community and larger marketplace via CAMS events, executive education, ILP, and other channels

  - o Manage the design and delivery of all CAMS events, including member only workshops, in-person events (such as the annual CCIS), discuss research with the researcher and other virtual events, Special Interest Groups, and other ad-hoc events that CAMS Directors decide should be offered

  - o Develop a dynamic marketing & communications strategy to match CAMS' evolving needs and budget; provide direction for event planning and execution; lead team to create an impressive digital experience including website, newsletters, member references, and social media (as applicable)

  - o Manage effective use of technology to run CAMS' business including HubSpot CRM tool, CAMS Website, Eventbrite event software, etc.

- **CAMS Vision and Strategy (10%)**

  - o With input from Directors, periodically assess and revise CAMS' business model, research priorities, membership levels and benefits

  - o Establish and implement strategies to maximize the impact of CAMS research, including leveraging other areas of MIT and the broader academic community

  - o Periodically reevaluate administrative / operational needs and organizational structure, recommending revised plans and staffing as needed to the Directors

- **Lead and Manage Administrative Team (10%)**

  - o Lead HR and recruitment efforts on behalf of CAMS

  - o Assist Directors and research team in hiring UROPs, graduate students, contract researchers, and support services as needed for the research processes

  - o Manage Sr. Administrative Assistant and support operational, administrative, communications, HR, and marketing activities needed to run CAMS

  - o Lead, develop and manage all additional administrative staff, creating a safe and collaborative environment that encourages individuals to do their best work; provide work direction for consultants and vendors

Supervision Received: The Executive Director will report to the CAMS Faculty Academic Director

Supervision Exercised: The Executive Director will supervise CAMS administrative staff and consultants

MIT Human Resources

Qualifications & Skills:

Required:

- Advanced degree, minimum 7 years of administration or operations experience and/or project/program management required.
- Strong leadership and management experience in an academic or professional services organization
- Background working with C-level executives in a business development or relationship management capacity
- Strong communication skills, and business/financial acumen
- "Can do" attitude and experience taking ambiguous project to successful completion
- Exposure to or familiarity with the field of cybersecurity
- Creative and strategic thinker, entrepreneurial spirit, and a customer-centric mindset

Preferred:
- Outstanding verbal and written communication skills
- Highly organized with strong planning an execution ability
- Previous involvement with cybersecurity ecosystem
- Familiarity with MIT

Competencies:

Contribute

- **Manages ambiguity and navigates change** while being comfortable and confident working in a fast- paced and changing environment
- **Is self-directed and proactive** while advancing work and achieving results

Collaborate

- **Collaborates with others** while respectfully advancing organizational goals and achieving desired outcomes

Engage

- **Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches

Lead

- **Focuses on impact and outcomes** while working to make a difference and achieve organizational goals
- **Initiates and sustains change** that creates value

Manage

- **Supports a culture of experimentation** by creating a safe environment for risk taking

*** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position 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.*