



MIT Position Description

Job Title: Mgmt 4, Program & Project Admin	Position Title: Executive Director, MIT Climate Policy Center (CPC)
Reports to: MIT Climate Policy Center Faculty Director	% Effort or Wkly Hrs: 80%
Department: MIT Climate Policy Center	Grade 12

Position Overview:

The Executive Director along with the Faculty Director, serves as the public face of the MIT Climate Policy Center, articulating its distinctive role to its critical stakeholders. The ED is responsible for creating and executing the center’s vision, mission, and strategy. In doing so, this position convenes and facilitates an Advisory Board, and works in consultation with the MIT Sloan and MIT senior leadership teams to align with University’s climate research priorities and expertise, ensuring the advancement of evidence-based climate policy through top decision makers in business, government, and civil society. The ED is responsible for a mission-critical areas including fundraising, financial planning and leads management, marketing and communications, staffing, operations, relationship development and communications, faculty engagement, and high-level stakeholder convenings.

Principal Duties and Responsibilities (Essential Functions**):

The ED will set the Center mission and strategy and use it as a basis to develop objectives and goals for the team to execute on; works to raise the profile of the new center with key stakeholders; ensures the delivery of timely and high quality policy briefings, analysis and recommendations.

Center Leadership & Team Management (50%)

- Oversee external advisory board, including planning meeting agendas, building relationships, and providing collaboration opportunities.
- Development and management of interdisciplinary, cross-departmental research program that will include faculty, staff, researchers and students.
- Lead performance management for administrative staff, including annual reviews, coaching and promotions
- Manage engagement opportunities with MIT faculty to amplify their work in the climate policy ecosystem.
- Manage financial reporting, including establishing a budget, setting targets, and overseeing compliance with MIT policies
- Conduct regular staff meetings

Donor Development & Engagement (25%)

- Work with Sloan faculty to identify key research areas that can be leveraged for external funding opportunities
- Attend global convenings intended to attract key funders
- Identify alumni and non-affiliated donors at the cross-section of climate politics and research funding



- Oversee day-to-day account management and work with engagement director on sponsor and patron strategy
- Create and manage sponsor advisory board

Stakeholder Management (25%)

- Plans and manages events to raise awareness for the center as well as amplify the work of faculty and other MIT Climate researchers among stakeholders, including agenda design, content review, invitations, promotion, etc.
- Establishes relationships with key stakeholders in the climate policy ecosystem including business leaders, elected officials, political appointees, NGO leaders and other climate policy influencers

Other responsibilities as required.

Supervision Received:

The Executive Director will report to the Faculty Director of the MIT Climate Policy Center

Supervision Exercised:

The Executive Director will supervise the communications director, fundraiser/grant writer, program managers, and the MIT Climate Policy Administrative team.

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree required.
- Minimum 7 years of administration or operations experience and/or project/program management.
- Demonstrated background working with senior leaders in government, business, and NGOs
- Demonstrated leadership skills
- Demonstrated climate policy communications skills
- Demonstrated Public speaking skills
- Experience teaching climate policy to senior decision-maker audiences
- Ability to successfully manage multifunctional or diverse program areas and staff
- Well proven human relations skills
- Superior verbal and written communications skills
- Ability to manage large complex multi-stakeholder projects

PREFERRED EDUCATION AND EXPERIENCE:

- Advanced degree in related field, M.B.A. and/or M.P.A preferred
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- Senior level Management experience in climate policy think tanks or in an educational institution, preferably MIT.



- Familiarity with MIT's Fast Forward Climate Action Plan
- Ability to oversee research assistants.

Competencies:

Contribute

Is self-directed and proactive while advancing work and achieving results

Collaborate

Communicates openly and effectively by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school

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

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 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.*