

---

## MIT Job Description

<b>Job Title: Mgmt 3, DLC Fundraising</b>	<b>Position Title:</b> Director, Development Planning and Strategic Initiatives
<b>Reports to:</b> Executive Director, Campaign Development, Communications, and Donor Engagement	<b>% Effort or Wkly Hrs:</b> 100%
<b>Department:</b> Office of External Relations, Development	Grade 11

### **Position Overview:**

The Director of Development Planning and Strategic Initiatives is an integral member of the MIT Sloan Office of External Relations leadership team, and serves as a key strategic partner to those across MIT Sloan and the Institute more broadly on the engagement of Sloan alumni and donors with MIT Sloan faculty research and initiatives with the aim of philanthropic commitment. The Director has responsibility for leading the team responsible for communicating with Initiative faculty members to develop fundraising materials, donor pipelines, and engaged communities. The Director serves as a primary relationship point to educate MIT fundraisers and relevant staff about MIT Sloan fundraising priorities. The Director provides thought partnership to MIT Sloan prospect managers and faculty members, and works closely with OER and MIT RD development officers on initiative fundraising strategies and progress tracking. The Director manages campaign goals through initiative specific analysis of donors and communicates progress to senior leadership and faculty leads he Director directs the marketing strategy of priorities to donors and partners with the OER communications on the development of communications about Initiative priorities, donor proposals, and other marketing materials as needed, and partners with others in OER to ensure alignment with event strategies. In partnership with the Executive Director and the Principal Gifts Team, the Director is a key partner in the creation of principal gift opportunities.

The Director is an important member of the OER Managers Group, and the leadership team within the Campaign Development, Communications, and Donor Engagement group, and actively engage in cross-school and Institute working groups. Strong strategy, management, and experience working with and influencing administration and leadership are mandatory. Some travel, evening, and weekend work is required. Flexible work schedule aligns with department guidelines to meet business needs and goals.

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

#### *Campaign Strategy and Planning (30%)*

- Develops plans for and drives execution of ongoing fundraising campaigns for current MIT Sloan priorities
- Works with faculty and school leadership to develop giving opportunities that align with school need and inspire donors
- Leads campaign readiness process to ensure MIT Sloan is set up for a successful next comprehensive campaign in partnership with MIT
- Works with Central MIT teams to align MIT Sloan priorities with MIT, especially in preparation for next campaign

#### *Relationship Management (20%)*

- Serve as OER liaison to MIT Sloan faculty and initiative staff and MIT Sloan Finance
- Partners with Sloan Development Officers and Resource Development and other development officers to develop prospect strategy, education on school's priorities, meeting with prospects and their managers, identification of prospects for Sloan initiatives, and proposal development.

- 
- Partners with the Executive Director of Development on the creation of accountable pipelines and pyramids of the School's strategic fundraising priorities.

#### *Team Leadership and Management (20%)*

- Provide guidance, mentorship, and performance feedback to team members.
- Foster a culture of collaboration, innovation, and excellence within the team.
- As comprehensive MIT campaign nears, recruit train, and manage a high-performing team of campaign professionals

#### *Campaign Execution and Evaluation (15%)*

- Oversee the implementation of campaign activities and initiatives.
- Direct Assistant Director in development of metrics and tracking tools which will enable ongoing analysis of campaign activity
- Monitor campaign progress and analyze fundraising metrics.
- Make data-driven recommendations for campaign adjustments as needed.

#### *Communication and Reporting (15%)*

- Prepare regular reports and updates for senior leadership and board members.
- Collaborate with the communications team to ensure effective campaign messaging and materials including proposals
- Represent the organization at fundraising events and meetings.

*Other duties as assigned or required.*

**Supervision Received:** The position reports to the Executive Director of Campaign Development, Communications and Donor Engagement.

**Supervision Exercised:** Directly manages one Assistant Director

#### **Qualifications & Skills:**

##### ***MINIMUM REQUIRED EDUCATION AND EXPERIENCE:***

- A Bachelor's degree required
- Minimum 5 years of experience required, preferably in development, communications, or donor relations in a non-profit setting.
- Ability to determine goals, set priorities, and handle diversified tasks concurrently required.
- Minimum 1 year of experience supervising staff, setting goals, and managing performance and budgets required.
- Candidates must have management experience and have strong attention to detail skills, strategic thinking, and project management skills.
- Must have experience with strategic priority development and working closely with faculty, senior leadership, and administration.
- Incumbent must demonstrate excellent interpersonal and communication skills and able to develop trusted partnerships with staff. Incumbent must have excellent writing skills and the ability to write for a variety of audiences and voices.
- Experience working with senior staff, and administration a must.
- Required technical skills include proficiency with alumni databases, and PC standard applications including Microsoft Word, Excel, Publisher, and PowerPoint.

Competencies:

---

LEAD:

- Focuses on impact and outcomes while working to make a difference and achieve organizational goals
- Influences others by gaining commitment, buy-in, and support

Communicates Openly and Effectively

Demonstrates Desire and Drive for Learning

*\*\* 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.*