

MIT Job Description

Job Title: Director, Web Development	Position Title: Director, Web Development
Reports to: Executive Director, Office of Communications	% Effort or Wkly Hrs: 100%

Position Overview:

The Director of Web Development is a member of the senior team in the Office of Communications. This person leads our web development function and provides expert oversight and strategic input for digital projects. He/she takes a holistic view of our digital properties, including MIT Sloan's various back-end systems and databases as well as how they connect to our public-facing website. He/she creates and implements strategic plans for the architecture and long-term maintenance of our website, balancing the need for flexibility and the meeting of business goals with a focus on stability, security, and ease of use.

Principal Duties and Responsibilities (Essential Functions):**

Leads development and maintenance of MIT Sloan website (90%):

- Serves as primary digital strategist and lead developer in ongoing evolution of new MIT Sloan mobile-responsive Drupal 8 website.
- Leads architecture and system design decisions and reviews code implementations.
- Oversees all aspects of interactive development, including CMS development, front-end development, dev ops, server architecture and maintenance, and security strategy.
- Builds strong, collaborative relationship with digital product team.
- Creates and implements a comprehensive approach to bridging new and old systems, including syncing with legacy databases and linking to non-Drupal sites within the MIT Sloan universe.
- Collaborates regularly with outside agencies to develop, test, and launch code through multiple phases of work.
- Identifies and troubleshoots bugs and code failures.
- Develops and implements creative solutions to move work forward on deadline, strategically weighing risk and evaluating level of the work's importance throughout.
- Creates and executes vision for stable, adaptable website and information architecture.
- Co-creates development roadmap together with office's senior leadership and digital product team, identifying future needs, fixes, enhancements, and potential experiments.
- Develops plan for maintaining and upgrading Drupal code base as needed.
- Identifies and engages effective managed hosting firm and collaborates with Sloan Technology Services to design holistic approach to site maintenance and future evolution.
- Monitors and investigates new technology trends and options.

Collaborates with senior leadership in the Office of Communications to develop work processes and culture that support the office's mission of raising the profile of MIT Sloan in the world (5%):

- Actively participates in weekly department meeting to share relevant team updates and inform and educate colleagues about development projects.
- Provides critical input and strategic direction for all phases of website project as member of web steering committee.
- Communicates regularly with colleagues across the office and school on digital projects; openly listens and provides guidance.

Develops and manages annual budget request for development resources (5%):

- Sources budget estimates from vendors.
- Coordinates with senior leadership and budget lead to develop annual budget request.
- Manages costs in line with budget allocation.

Supervision Received:

This position is supervised by the Executive Director, Office of Communications.

Supervision Exercised: Oversees one FTE, one contractor, and multiple outside vendor relationships; may oversee additional FTEs in the future.

Qualifications and Skills:

Education: Bachelor's degree required; computer science or related field preferred.

Experience: At least six years of hands-on programming experience. Experience leading a team. Experience in higher education a plus.

Skills:

Required: Technical

- Expert knowledge of the primary technologies required for multi-channel interactive media development
- Extensive experience managing and building websites in Drupal and Wordpress
- Expert knowledge of HTML, PHP, CSS, JavaScript, and other front-end development tools
- Understanding of best practice in development operations and code deployment approaches
- Extensive experience in agile development methodology
- Understanding of best practices to minimize digital security vulnerabilities
- Strong SEO understanding

- Extensive experience integrating third-party APIs such as Google Maps, Google Search, etc.

Required: General

- Flexible thinker; creative problem solver focused on achieving goals
- Ability to clearly communicate technical issues to non-technical colleagues and frame problems in a way that they can be understood by other senior leaders
- Ability to both lead a team and work as a contributor; a leader who loves to write code
- Deadline orientation with a track record of on-time delivery
- Commitment to a positive, high-energy, collaborative work environment

Qualification

** 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.