

MIT Job Description

Job Title: Career Development Counselor 2	Position Title: Executive Career Coach, Career Development Office
Reports to: Senior Director, Career Development, Executive and Alumni Coaching	% Effort or Wkly Hrs: 100%
Department: MIT Sloan School of Management, Career Development Office	Grade 8

Hiring pay range: \$77,500 - \$105,100K

The MIT Sloan School of Management Career Development Office (CDO) currently provides career services for six graduate degree programs with the potential of serving additional degree programs in the future. Within the CDO is the Executive Career Development Team (ECDT) which delivers career coaching and programming services to ~125 Sloan Fellows MBAs (SFMBAs) and ~ 256 Executive MBAs (EMBA) annually as well as to more than 400 alumni seeking one-on-one and group career support each year from MIT Sloan's alumni base. The Executive Career Coach, ECDC is a critical coaching and programming role that works across all three populations that the ECDC serves and provides one-on-one coaching, group coaching, program and workshop development, community building and other efforts to enable our mid-career to C-Suite level students and alumni make successful transitions in their careers and maintain their lifelong career development skills. The Executive Career Coach is an expert in business career paths and is comfortable coaching a diverse population of professionals, from wide-ranging industries, functional roles, geographies, and experiences. The Executive Career Coach, ECDC partners closely with all members of the ECDC, the broader CDO team, and many stakeholders across the Sloan community, and is skilled at community building through community building activities and programs.

Critical capabilities and characteristics of the Executive Career Coach include best-in-class executive coaching skills, as evidenced by the International Coaching Federation designation as an ACC/PCC/MCC. Expertise in career coaching as evidenced through a record of career coaching. Diverse industry knowledge and preferably business leadership experience, with experience supporting business executives through complex career transitions. Expert knowledge on topics such as personal branding, networking, market strategy development, and executive compensation negotiations. Understanding the three potential paths our executives make, from advancement to career switching to entrepreneurship. Understanding how AI is changing executive recruiting and how to leverage AI as part of the coaching process to help executives advance their careers efficiently and effectively. The ability to contribute to thought leader through the development of workshops and frameworks to help our executives develop the best lifelong career development skills and working on innovating and updating our online curriculum, called the Executive Career Journey.

Role eligible for a hybrid schedule that aligns with department guidelines.

Principal Duties and Responsibilities (Essential Functions):**

The Executive Career Coach will:

Coaching (40% - 50%): Provide one-on-one executive career coaching to three populations with diverse timelines and career needs. Offer group coaching to students and alumni to enable community connection and support peer-to-peer learning and career growth.

Program Development and Management (15% - 25%): Develop and deliver in-person workshops based on the unique needs and learning goals of each population. Collaborate closely with the Senior Associate Director, Alumni Coaching Lead, to support the ongoing development of our online curriculum, the Executive Career Journey. Help deliver webinars and panels to the executive student and alumni populations to engage the community and provide ongoing career education and peer perspective.

Stakeholder Management, Community Building, and Clubs (15%): Play a key role in building community connections within MIT Sloan and across the alumni base of the two executive MBA programs. This may include speaker series development, student mentorship programs, and involvement in the Product Management Community of Practice, a

signature community and learning ecosystem for student and alumni product professionals, faculty, and staff. Support any community efforts the ECDDT partners on with our colleagues in the Executive Degree Program Office, like the SFMBA NYC and Washington DC modules. Separately, work with assigned student-run industry, affinity, regional, and other professionally focused clubs to support their efforts to provide career development support and employer connection for their membership. This may entail partnering with the clubs in the development of a calendar of events and activities, acting as a point of contact within the CDO, and sharing knowledge across platforms to educate and uncover opportunities.

Employer Relations/Industry Knowledge (10%): Collaborate with the Employer Relations & Recruiting (ER&R) team to maintain knowledge for coaching, understand recruiting processes, and share insights with employers. Share student feedback on target employers to help identify employer outreach strategy. Gather actionable feedback from students and/or employers to continuously improve career education for our executive students.

Communication (5%): Contribute to the design and distribution of timely CDO newsletters to students and customized resources and blogs for the Your CDO website. May assist in creating content for online and print materials to market the SFMBA and EMBA program and career outcomes.

Other (5%): Collaborate with colleagues on initiatives as needed.

Supervision Received: Reports directly to Senior Director, Career Development, Executive and Alumni Coaching.

Qualifications & Skills:

Required:

- Bachelor's degree in a related field required.
- Minimum 3 years of career services experience required
- Executive career coaching experience with strong preference for experience with executives in executive MBA programs
- International Coaching Federation designation/certification - ACC/PCC/MCC
- Minimum 5 years of industry leadership experience with preference for backgrounds in global corporations, technology, finance, healthcare, retail, and startups
- Knowledge of assessment tools like Clifton Strengths and key thought leadership and theory like Bridges' Transition Model and Edgar Schein's work on Career Anchors
- Expertise in all stages of the career development process
- Presentation/workshop facilitation skills with comfort presenting to large groups of executives
- Exceptional written and verbal communication skills
- Ability to prioritize and coordinate multiple projects simultaneously in a fast-paced environment
- A highly motivated team player who can work collaboratively as a team member and independently
- Strong motivation and willingness to build bridges and make connections across populations, with employers, and with alumni
- Come to campus on an as needed basis during key moments in the year

Preferred Education and Experience:

- Master's degree preferred.
- Experience working across multiple industry and business types
- Understanding of AI and how to enable AI to improve the coaching experience and reporting of information, market trends, and outcomes
- Familiarity with MIT Sloan is highly desirable

Competencies: Contribute; Collaborate; Engage; Lead; Manage

*** 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.*