



MIT Position Description *with Instructions*

Job Title: Mgmt 4, Executive & Prof Education	Position Title: Senior Director, Executive Education Strategic Programs
Reports to: Managing Director, Company specific programs, Americas & Industry	% Effort or Wkly Hrs: 100
Department: MIT Sloan Office of Executive Education	Prepared by: Cyndi Gately
Date: 10/31/2024	Grade 12

Position Overview:

The Senior Director, Executive Programs will collaboratively manage a dynamic portfolio of \$45->\$60M of custom, open enrollment and online executive education programs. Within the entire portfolio, the Senior Director, Executive Programs develops and manages a portfolio of their own custom and open enrollment programs (typically \$3-5M annual revenues), deputizes for and collaborates with the Managing Director in the leadership and management of their \$15M+ business units.

Principal Duties and Responsibilities (Essential Functions**):

1) BUSINESS DEVELOPMENT & CLIENT RELATIONSHIP MANAGEMENT:

- Lead a portfolio of custom, open enrollment and digital programs through their full program lifecycles, with responsibility for client and faculty relationship management, program design, budgeting, delivery, operational quality, educational outcomes and financial performance;
- Represent the Office of Executive Education and MIT Sloan School in meetings and events with C-Suite executives and functional leaders of major international corporations and organizations;
- Collaborate with other senior members of the Executive Education team to drive the business development process by generating and responding to client requests for executive education offerings;
- Generate business leads through professional networking activities;
- Write compelling business proposals that convert;
- Maintain an in-depth knowledge of the full portfolio of program offerings, including those managed by other directors, so as to be able to advise companies and individuals in the selection and design of MIT Sloan Executive Education programs;
- Lead the development and management of a portfolio of key relationships and activities across campus (e.g. with Resource Development, ILP and the research centers) to drive growth in program and client development.

2) PROGRAM & INSTRUCTIONAL DESIGN AND MANAGEMENT:

- Partner with faculty and colleagues to design world-class, high impact executive education programs for mid career and senior executives from all industries and functions;



- Conduct learning and development needs assessments of client companies alone and/or in partnership with MIT Sloan faculty;
- Use extensive knowledge of MIT Sloan and MIT faculty expertise and research and both in-person and online/digital pedagogy to create impactful executive education programs;
- Engage with senior executives from lines of business, functions, HR and Learning & Development from major international corporations and organizations to ensure successful design and delivery of Executive Education programs, maintain and grow a book of business with major Executive Education clients;
- Provide leadership in the development and implementation of new standards, processes and practices for the management and delivery of Executive Education programs at MIT Sloan and in the executive education industry;
- Facilitate and/or undertake executive education instruction or related skills (e.g. management consulting) in online and in-person settings.

3) OTHER:

- The Senior Director, Executive Education Leadership Programs will perform other related duties as required or directed;
- Represent MIT Sloan Executive Education, MIT Sloan and MIT at international industry events, workshops and organizations;
- Develop and produce case studies, success stories, presentations, white papers and other materials about MIT Sloan Executive Education programs and activities that clearly articulate the organization's products, services and value proposition to clients, customers, faculty and staff colleagues and other stakeholders.

Supervision Received:

- Reports to Managing Director, Company specific programs, Americas & Industry
- Receives minimal supervision – expected to proactively manage own responsibilities and those of others to set and achieve organizational goals;
- In consultation with the Managing Director, implement an active performance plan and metrics for their own performance and for their program delivery teams.

Supervision Exercised:

- Supervises Program Directors, Associate Directors and Assistant Directors in partnership (as needed) with the Managing Director
- Deputizes as needed for Managing Director, Company specific programs, Americas & Industry
- Supervises project teams of 2-4 program coordinators for each of the 10+ programs in the Senior Director's own portfolio.

Qualifications & Skills:

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree required

Minimum 7 years of industry and/or executive education experience required.

Demonstrated ability to:



Manage ambiguity and navigate change while being comfortable and confident working in a fast-paced and changing environment:

- Manage high-level, large-engagement, global client relationships;
- Work collaboratively with corporate senior executives;
- Maintain excellent relationships with university faculty;
- Deals with highly confidential client information and/or issues using discretion and judgment.

Demonstrate desire and drive for learning that enhances individual performance and contributes to organizational effectiveness:

- Show initiative and innovation in areas of greatest importance to the organization;
- Requires international travel and frequent work evenings and weekends to participate actively in client meetings, program deliveries and meet frequent deadlines;
- Experience in applying learning technology and online learning in the field of executive education.

Work towards team success with humility, as both a member and a leader of formal and informal teams:

- Work collaboratively with faculty and staff at all levels of the organization;
- Negotiate and influence toward positive goals.

Build diversity and inclusion by modeling and promoting the MIT values and contributing to an environment where everyone feels supported and is able to thrive:

- Serve as a role model for others in the organization, setting a tone of integrity and professional conduct, while working with others to achieve organizational goals.

Focus on impact and outcomes while working to make a difference and achieve organizational goals:

- Design complex program offerings;
- Apply deep knowledge of business practices and industries to develop strategic solutions and interventions.

Coach and develops others by supporting learning and development to help maximize their potential:

- Maintain professional outlook and demeanor at all times, managing stress appropriately;
- Work effectively as leader and member of distributed leadership teams;

Contribute to building a respectful, professional environment.

PREFERRED EDUCATION AND EXPERIENCE:

List qualifications or skills that would be beneficial to have, but that are not essential to the position**.

- MBA or other relevant advanced degree preferred
- Transferrable related experience (i.e. professional services, other executive level learning experience), in business development, design and delivery of executive learning strongly preferred
- Familiarity with MIT Sloan and/or MIT Sloan Executive Education programs preferred
- Experience with Salesforce or comparable customer/sales tracking tools strongly preferred

COMPETENCIES: LEAD; ENGAGE; MANAGE; CONTRIBUTE; COLLABORATE

*** 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.*