



## MIT Position Description

<b>Job Title:</b> Mgmt 3 Career Services	<b>Position Title:</b> Executive Coaching Program Lead, MIT Leadership Center
<b>Reports to:</b> Tracy Purinton	<b>% Effort or Wkly Hrs:</b> 50%
<b>Department:</b> MIT Leadership Center	
<b>Date:</b> 6/20/2021	

### Position Overview:

The Executive Coaching Program Lead provides comprehensive oversight to the Executive Coaching Program of the MIT Leadership Center. The Coaching Program Lead focuses on creating and implementing an overall strategy and curriculum for leadership development coaching and serves as an ambassador to the program with other stakeholders. This position manages and develops the activities of a set of approximately 20 contracted professional executive coaches who work with our two executive degree program students as well as a select group of our two-year MBA students at the MIT Sloan School of Management.

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

- 1.) **Curriculum/Program Development:** 25% Develop and deliver meaningful and impactful leadership development content, tools and assessments for the various Leadership Center Coaching programs. Create teaching notes and briefing materials specific to each assignment to ensure consistency of session sequence, integration with course or program as appropriate, and best practice.
- 2.) **Administrative oversight:** 25% Hire, manage and develop a diverse, top-tier cadre of MIT Leadership Center Executive Coaches. This includes sourcing/recruitment, engagement and development, quality control, and training for continuous improvement.
- 3.) **Coaching:** 25% Provide regular individual and team coaching to students in each of the Center’s coaching programs (EMBA, Sloan Fellows MBA, and two-year MBA) to maintain the direct experience. *Up to 15 students per year.*
- 4.) **Community Building:** 15% Create opportunities for community building, sharing of best practices and professional development across the coaching cadre.
- 5.) **Stakeholder/Relationship Management:** 10%
  - Serve as an ambassador of the leadership development coaching program--with faculty, degree program directors--articulating how executive leadership coaching accelerates learning and professional development in our programs.
  - Coordinate with Executive Education as they develop their coaching offerings.
  - Support an active alignment with the Career Development Office and Academic Advisors to ensure coordinated and integrated coaching support for our students.

### Supervision Received:

Supervision will be provided by the Senior Director of the MIT Leadership Center. The Coaching Program Lead is expected to regularly perform with minimal supervision.



**Supervision Exercised:**

Mange and develop the cadre of contracted MIT Leadership Center Executive Coaches (15-20 professionals).

**Qualifications & Skills:**

Required:

- Bachelor's degree in a related field
- Minimum 7 years of career services or related experience

Preferred:

- Master's degree in a related field
- Coaching certification
- Minimum 10 years of experience in executive or organizational coaching.
- Experience managing others or leading projects, programs or functions

**Competencies:**

1. **Focuses on impact and outcomes** while working to make a difference and achieve organizational goals.
2. **Manages ambiguity and navigates change; self-directed and proactive** while advancing work and achieving results.
3. **Demonstrates desire and drive for learning** that enhances both individual performance and contributes to the work of the Coaching Program and the Leadership Center.
4. **Collaborates with other individuals, teams, and groups** while respectfully advancing organizational goals and achieving desired outcomes. Works towards team success and shared goals.
5. **Communicates openly and effectively** by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school.
6. **Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches.

\*\* 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.