

MIT Position Description

Job Title: Mgmt 4, Program & Project Admin (aligns with Central HR Job Catalog)- HR to add	Position Title: Executive Director MIT Golub Center for Finance and Policy (GCFP)
Reports to: Faculty Director of Center	% Effort / Wkly Hrs:
Department: (GCFP)	Grade 12
<i>Hiring Pay Range: \$144,500-\$195,000</i>	

2 year term position

Position Overview: (include expectations for time/work on campus)

The GCFP seeks an energetic, hands-on, growth-oriented, mission-driven individual to take the lead on resource development, global engagement, and communication activities, for the MIT Golub Center for Finance and Policy (GCFP), as well as to manage staff and assist with the Center's day-to-day activities and special events. The Executive Director will be responsible for the continued growth and development of a highly effective, globally visible center, focused through its research and educational activities on initiatives that address the challenges facing financial policymakers and regulators through application of the science of financial economics.

The core mission of the GCFP is to serve as a catalyst for innovative, cross-disciplinary and non-partisan research and educational initiatives that address the unique challenges facing governments in their role as financial institutions and as regulators of the financial system.

Principal Duties and Responsibilities (Essential Functions):** (include percentages to equal 100%)

- Help design and lead strategic efforts to secure and grow financial support through philanthropic outreach, including cultivating and maintaining relationships with the GCFP Advisory Board, MIT alumni, other prospective donors and philanthropic foundations aligned with the Center's mission.
- Act as a liaison with the Sloan Office of External Relations to align fundraising initiatives and coordinate donor engagement efforts, ensuring consistent and effective messaging about the Center's goals and impact, and developing long-term resources to ensure the Center's long-term viability.
- Assist affiliated faculty, students and research staff in identifying funding opportunities, preparing proposals, and writing and managing grant submissions and reporting processes.
- Actively support the research and educational mission and activities of the Center through responsibilities that include organizing GCFP-sponsored

conferences, webinars and speaker events; maintaining and improving the Center's website and regularly soliciting fresh content from around MIT; producing a semi-annual newsletter; managing part-time research personnel; and managing the Center's data and other initiatives.

- Participate in setting strategic direction and program priorities, and engage in activities to translate thought leadership into actionable plans and activities for the Center, in collaboration with the Center's Director, Co-Directors and in consultation with the GCFP Advisory Board.
- Maintain a regular physical presence in the GCFP's office space during the academic year to build community and promote engagement among affiliates. Develop a high-performing culture within the Center that is built on trust and respect and is also accountable, innovative, open to change, aligned on goals and stakeholder focused.
- Collaborate with the Center's Faculty Director and other related centers across campus to leverage the resources of the GCFP to strengthen finance-related policy initiatives throughout MIT.
- Coordinate and assist with faculty-led development of educational materials and programs for multiple audiences, including free web-based instruction programs (e.g., MITx), executive education programs, MIT courses and mini-courses, action learning opportunities, and training for graduate students. Teaching opportunities may be available for a qualified individual.
- Identify and mentor the Center's fellows and visiting scholars as they undertake projects that further the GCFP's mission.
- Conduct outreach to and engagement with the public and private sector financial communities, and with traditional and social media, focused on communicating the research findings of the GCFP and facilitating communication between academia, public sector and private sector entities on financial policy issues.
- Use the Center's mission and core strategy as a basis to develop objectives and goals; working to expand the reach of the Center while maintaining a high standard of quality in its endeavors.
- Foster and uphold the GCFPs reputation as non-partisan and fact-driven in all external and internal communications.
- Lead and continue to build a professional team to deliver on the Center's mission and strategy.

Supervision Received: Faculty Director of Center

Supervision Exercised: The GCFP's senior administrative assistant and other support staff such as IT and editorial assistants employed full or part time by Center will report directly to

this position. Research assistants will either report to the Executive Director or the Faculty Director depending on their role.

Qualifications & Skills:

Required:

- Bachelor's degree
- Minimum 7 years of administration or operations experience and/or project/program management required with related work experience in senior organizational roles.
- Leadership experience with related work experience in senior organizational roles
- Commitment to the GCFP core values of non-partisanship and abstinence from policy recommendations as critical to maintaining credibility and effectiveness.
- Highly developed interpersonal skills and excellent judgment and creative problem -solving skills.

- Superior management skills, ability to collaborate and influence leaders and partners at all levels of the organization. Ability to thrive on variety and challenge in a changeable environment.
- Demonstrated success at building organizations and programs including the ability to develop resources and human capital.
- Exceptional written, oral, interpersonal and presentation skills and the ability to effectively interface with multiple constituencies (including faculty, students, media, policy makers, advisory board members and alumni) internally and externally.
- Must have an understanding of the cultural and interpersonal dynamics of a large university that is committed to research and is active in the world.

Preferred:

- Advanced degree Masters or PhD
- Leadership experience in public policy role a plus
- Fluency in financial concepts, with a professional background or training in finance preferred

Competencies: Lead; Manage; Engage; Collaborate; Contribute

*** 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.*