
MIT Job Description

Job Title: Organizational Development Consultant	Position Title: Program Manager, Learning & Development , MIT Sloan
Reports to: Executive Director, Sloan HR	% Effort or Wkly Hrs: 100%
Department: Sloan HR	Grade: 9

Hiring range: \$93,800 - \$122,080

Eligible for Hybrid Work within department guidelines.

Position Overview:

Reporting to the Executive Director of Human Resources, this role develops, delivers, and assesses high-impact talent and organizational development initiatives that advance Sloan's strategic people priorities and support the growth of staff members across the school. Through consultation, program development and facilitation, this position partners with leaders and HR colleagues to strengthen organizational effectiveness, leadership capability, talent development, talent practices, and employee engagement while ensuring alignment with Sloan's culture, values, and Institute priorities.

Principal Duties and Responsibilities (Essential Functions):**

Learning & Talent Development (50%)

- Consult with leaders and stakeholders to assess learning and development needs, and develop, implement, and continuously evolve a learning and development strategy, framework, and portfolio of learning solutions aligned with organizational goals
- Identify future workforce skills aligned with Sloan's strategic priorities and values
- Design, deliver, and evaluate learning programs that support professional growth, future skills development, and evolving organizational needs
- Design, implement, and continuously improve leadership and management development strategies that strengthen leadership capability and foster a consistent management culture across Sloan
- Develop career development frameworks, resources, and tools that increase transparency around growth opportunities, career pathways, and job progression
- Administer and leverage assessment tools to create a common language around interpersonal communication, leadership, and team effectiveness
- Partner with Sloan Technology Services to co-create AI enablement strategy for staff
- Design, deliver, and continuously enhance new hire orientation programs that introduce employees to Sloan's culture, values, resources, and ways of working

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- Manage the Learning from Within series, Managers Roundtable and other leadership development offerings, including strategy, curriculum design, facilitation, communications, participant experience, and program evaluation
 - Partner with HR Business Partner(s) to develop leadership coaching frameworks, tools, and resources that support a consistent and effective approach to coaching across Sloan

Talent Management and Internal Mobility (40%)

- Design and manage talent mobility and rotational development programs that broaden organizational knowledge, build critical talent pipelines, and support employee career growth.
- Create tools, resources, and development experiences that encourage cross-functional collaboration, career exploration, continuous learning, and internal mobility.
- Partner with the HR Community Engagement lead to develop offerings that strengthen employee engagement, talent mobility, and organizational connectivity.
- Measure program effectiveness using data and feedback to continuously enhance offerings.

Communications & Operational Support (10%)

- Create manager resources, conversation guides, templates, reporting tools, and development frameworks that enable effective performance and career discussions.
- Research external benchmarks and emerging practices and analyze program outcomes to strengthen the effectiveness and impact of talent programs.
- Partner with internal and external stakeholders to effectively market and communicate HR programs and services.
- Manage program implementation, stakeholder engagement, logistics, evaluation, and continuous improvement for key initiatives.
- Contribute to shared HR team goals and identify opportunities to improve the effectiveness, consistency, and impact of HR practices across Sloan.

Other Duties as Required

Supervision Received:

Receives big picture context from Executive Director; independently designs and develops program content and materials.

Supervision Exercised:

No direct reports. When managing project teams may assign tasks and deadlines to others.

Qualifications & Skills:

Bachelor's degree required.

Minimum 7 years related experience in consulting and training

Experience applying talent management, change management, organizational design and workforce planning principles in large, complex organizations.

Must have demonstrated ability to assess organizational culture and create and implement appropriate interventions required.

Experience developing and implementing learning and development strategies; designing, facilitating, and evaluating training programs; and partnering with internal stakeholders and third-party vendors to deliver impactful learning solutions.

Experience in developing training programs, learning materials and delivering classroom training is preferred.

Demonstrates a collaborative approach to accomplish work and the ability to influence cross-functionally through a consultative methodology required.

Excellent interpersonal skills, including the proven ability to establish rapport and credibility with a wide range of constituencies in a culturally diverse environment required.

Master's degree in a related field preferred.

Competencies:

Contribute: Demonstrates desire and drive for learning

Stays current on learning science, organizational development, and industry best practices; actively seeks feedback from program participants and organizational leaders to identify skill gaps and continuously improve learning offerings.

Collaborate: Communicates openly and effectively

Translates learning strategy and program value into language relevant for different audiences (executives, managers, individual contributors); shares progress transparently, solicits input from stakeholders across the organization, and explains the reasoning behind program design and delivery choices.

Engage: Fosters innovation and experimentation

Pilots new learning modalities and content approaches; tests assumptions about what drives behavior change; gathers data from pilots to determine what works, then refines or scales accordingly rather than defaulting to traditional delivery methods.

Lead: Initiates and sustains change that creates value

Shapes and communicates the vision for how learning and development enables organizational goals; motivates managers and employees through transitions by connecting L&D initiatives to business outcomes and supporting people through implementation.

Manage: Coaches and develops others

Partners directly with managers and individual contributors to understand their development goals and skill gaps; uses coaching conversations and stretch assignments to build capability; provides timely feedback that builds self-awareness and helps people reach their potential.

*** 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.*

