
MIT Job Description

Job Title: Program / Project Administrator	Position Title: Associate Director, IDE
Reports to: Managing Director, MIT IDE	% Effort or Wkly Hrs: 100%
Department: Initiative on the Digital Economy	Grade 8

Position Overview:

The MIT Initiative on the Digital Economy (IDE) is one of the most dynamic and fastest growing initiatives at MIT – a major effort addressing the impact of digital technology on business, the economy, and society. Reporting to the Executive Director of the IDE, this position will contribute to and play a substantial role in leading broad-based strategies of activities for the IDE – including fundraising, management and stewardship of individuals, foundations and corporations; management of events; developing content for marketing and communications; and supporting the overall operations of the Initiative.

Role eligible for hybrid work schedule that aligns with IDE guidelines and practices.

Principal Duties and Responsibilities:

Fundraising (50%)

- Will have a leading role in developing and implementing strategies to raise funds primarily from corporations through our Corporate Membership Program.
- Will identify, cultivate, solicit and steward a portfolio of stakeholders. Initially this will have a focus on 25 corporations and a target of \$2 million per year.
- Manage relationships in partnership with MIT's Development Offices, the Office of Foundation Relations, and inbound inquiries.
- Partner with MIT's Research Administrative Services, Recording Secretary, and General Counsel to negotiate and manage agreements.

Marketing & Communications (20%)

- Contribute to the overall marketing strategy of the Initiative by creating original content for the website, the online IDE Digital Community, collateral, and social media.
- Manage and deliver coordinated communication with constituencies including emails, invitations, queries, event announcements, etc.

Events (15%)

- Organize and develops strategy conceptualizing key major IDE events throughout the year. Events range from 10-person development-oriented dinners to 200 person events.
- Manage budgets for assigned events/programs – from \$1,500 to \$50,000 budgets. Reviews and approves items outside planned budget.
- Oversee logistics relating to event: research and book event space; arrange for food and beverage; day of communications; event follow up; etc.
- Collaborate with faculty leads to develop event agendas.
- Evaluate, recommend, and implement changes and enhancements for future programs.

Research Management (15%)

- Project manage grant-funded research by engaging with the researchers and the funder

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- Support in the development and implementation of specific research plans
 - Assist in determining researcher resources for given projects

Operations and Strategy (5%)

- Partner with Sloan HR to strategize on staffing needs for research and academic visitors.
- Determine and arrange support for research visitor and guests
- Support the Executive Director and faculty leadership in setting IDE strategy and direction

Other duties as assigned.

Supervision Received: The position reports to the Managing Director, MIT IDE

Supervision Exercised: No immediate supervisory responsibility. As the Initiative grows, a supervisory opportunity may develop.

Qualifications & Skills:

Required:

- Bachelor's degree required;
- Minimum three years' of administrative, operations, and/or project/program management experience
- Relevant experience, preferably working with senior executives and a familiarity with academic research in economics, information technology, and management.
- Experience in fundraising strongly preferred.
- Excellent interpersonal and communication skills, including superior writing skills.
- Excellent event planning and organizational skills, with a strong ability to multitask among complex projects, solve problems on the fly, think independently, and get things done.
- Ability to work closely with the IDE team, other MIT partners, and our external stakeholders with ease and aplomb.
- General knowledge of technology and business, with a passion to be at the cutting edge of understanding how technology impacts business, the economy and society.
- A strong desire to work in a fast-growing, dynamic environment, with comfort leading and as a member of an all-hands-on-deck approach.

Preferred:

- MBA degree

Competencies: Collaborate; Contribute; Engage; 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.*