
MIT Job Description

Job Title: SRS Program Officer	Position Title: Associate Director, IDE
Reports to: Executive Director, MIT IDE	% Effort or Wkly Hrs: 100%
Department: Initiative on the Digital Economy	
Date: 8/12/15	

Position Overview:

The new 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.

Principal Duties and Responsibilities (Essential Functions):**

Fundraising (35%)

- Will have a leading role in developing and implementing strategies to raise funds from individuals, private foundations, corporations, and government grant programs.
- Will identify, cultivate, solicit and steward a portfolio of stakeholders. Initially this will have a focus on 25 corporations and a target of at least \$1 million per year.
- Manage relationships in partnership with MIT's Development Offices, the Office of Foundation Relations, and inbound inquiries.
- Partner with the Office of Sponsored Programs (OSP) to negotiate and manage corporate member agreements.

Events (25%)

- 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.

Marketing & Communications (25%)

- 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.

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- Manage and deliver coordinated communication with constituencies including emails, invitations, queries, event announcements, etc.

Operations (15%)

- Partner with Sloan HR to strategize on staffing needs for research and academic visitors.
- Determine and arrange support for research visitor and guests
- Other duties as assigned.

Supervision Received:

The position reports to the Executive Director, MIT IDE

Supervision Exercised:

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

Qualifications & Skills:

- Bachelor's degree required; advanced degree preferred, and in a related field such as business, information technology, economics, etc.
- Minimum five years' of 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.

** 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.