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## MIT Job Description

<b>Job Title:</b> Mgmt 2, DLC Fundraising	<b>Position Title:</b> Director, IDE
<b>Reports to:</b> Executive Director, MIT IDE	<b>% Effort or Wkly Hrs:</b> 100%
<b>Department:</b> Initiative on the Digital Economy	<b>Grade</b> 10

### **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 Managing Director of the IDE, the Director will contribute to and play a substantial role in leading broad-based strategies of activities for the IDE – primarily including fundraising, management and stewardship of individuals, but also foundations and corporations – while also supporting the overall operations of the Initiative.

### **Principal Duties and Responsibilities:**

#### Fundraising (90%)

- Will have primary responsibility for generating revenue for the IDE, with a focus on developing and implementing strategies to raise funds primarily from individuals, but also in support of corporations, private foundations, and government grant programs that allow the IDE to significantly grow its annual budget. Annual initial target revenue will be \$2M, and increasing to \$5M from annual prospects (\$25k+ and major gifts (\$250k+).
- Will identify, cultivate, solicit and steward a portfolio of stakeholders. Currently there are 2,000 prospects in the pool of potential donors, with a goal to manage those prospects through the fundraising pipeline, and further to increase the pool over time.
- Will work closely with MIT Sloan's Office of External Relations, MIT's Resource Development, and MIT Foundation Relations.
- Partner with MIT's Research Administrative Services, Recording Secretary, and General Counsel to negotiate and manage agreements.

#### Operations and Strategy (5%)

- Support the Executive Director and faculty leadership in setting IDE strategy and direction
- Other duties as assigned.

#### Marketing, Communications and Events (5%)

- 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.
- Organize and develops strategy conceptualizing key major IDE events throughout the year. Events range from 10-person development-oriented dinners to 200 person events.
- Collaborate with faculty leads to develop event agendas.
- Evaluate, recommend, and implement changes and enhancements for future programs.

Other duties as assigned or required.

### **Supervision Received:**

The position reports to the Managing Director, MIT IDE

### **Supervision Exercised:**

Supervisory responsibility for Associate Director, and others over time as capability merit and the Initiative grows.

### **Qualifications & Skills:**

#### **Required:**

- Bachelor's degree required;
- Minimum 3 years of front-line major gifts fundraising experience
- 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 (particularly those in fundraising roles), and our external stakeholders with ease and aplomb.

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- 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 strongly preferred.
- Minimum five years preferably working with HNW individuals and senior executives, and a familiarity with academic research in economics, information technology, and management.

**Competencies: Manage; Lead; Engage; Contribute; Collaborate**

*\*\* 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.*