



MIT Position Description

Job Title: Mgmt 4, Program & Project Admin, SRS	Position Title: Executive Director, IDE
Department: MIT Sloan (IDE)	% Effort / Wkly Hrs: 100%
Hiring pay range: \$144,505-\$195,900	Grade 12

Position Overview

The Executive Director will be responsible for leading a highly effective, globally visible center, focused through its research and educational activities on initiatives that address the challenges facing businesses, the economy and society with respect to the impact of technology.

The Executive Director will lead the IDE’s administrative efforts to become the world’s most influential university-based research initiative focused on shaping a brighter digital future across its 8 (and potentially growing) research groups. Working with the IDE’s Faculty Directors, the Executive Director will develop a strategic plan, recruit corporate members, oversee the administration of operations, HR, communications, member management, and events. The Executive Director will work with school leadership and the Office of External Relations to identify overarching funding needs for the initiative and identify opportunities for philanthropic support, and will partner closely with External Relations and development colleagues to support philanthropic conversations regarding IDE support. The Executive Director will manage full-time and part-time administrative staff. They will develop cooperative working relationships externally with IDE stakeholders, and internally with other offices within MIT Sloan and across the Institute, and represent the IDE in meetings, events, presentations and other settings. They will assist the Directors with all activities supporting the research efforts.

The Executive Director will be expected to attend scheduled in-person meetings and events and spend at least 2-3 days per week on campus, primarily in the IDE office. Significant travel (domestic and international) is expected.

Principal Duties and Responsibilities

Strategy and Business Development (50%)

- Work with leaders at MIT Sloan and the Institute within the context of the Institute’s broader effort to develop Presidential Initiatives that overlap with the work of the IDE – currently Artificial Intelligence and Quantum Computing, but others in the future.
- Working with MIT Sloan leadership, understand how the IDE fits within the overall MIT Sloan strategic plan, and identify opportunities for the work of the IDE to contribute to MIT Sloan’s overarching goals.
- In partnership with IDE faculty leadership, define strategic goals and associated funding needs for the IDE and identify opportunities to respond to those needs including developing a case for increased budget with school leadership to determine philanthropic needs and identifying corporate partners and unaffiliated (non-alumni, non-managed) prospects.

- Partner with the Office of External Relations to develop approved philanthropic funding opportunities, and partner on donor strategies for IDE prospects as determined by the Office of External Relations. Serve as a subject matter expert in meetings with potential donors and a connector for donors with IDE faculty.
- Ensure that the IDE Directors understand and match the school's overall strategy for research and fundraising. Manage and steward key relationships of the IDE that optimize the global impact of the IDE. Broaden and strengthen the support of key faculty to further enable their research and educational excellence.
- Further develop both short-term tactics and longer-term strategic planning to meet the IDE's Key Performance Indicators to drive impact:
 - Conduct research with rigor and impact
 - Grow revenue, scholarship, outreach
 - Increase faculty engagement
 - Provide value to our stakeholders
 - Support Sloan, MIT, and Society.
- Further develop existing relationships, and identify new products and sources of revenue from individuals, foundations and corporations in concert with the various fundraising groups (OER, Advancement, Foundation Relations).

Stakeholder Engagement (25%)

- Develop strong relationships with all stakeholders to ensure a positive experience and help them realize value from their engagement with the IDE.
- Develop and manage a variety of mechanisms and products to share the output and implications of the IDE's research and teaching programs.
- Create and maintain tools such as an editorial calendar, presentations, onboarding processes, reference and testimonials to ensure a positive and consistent stakeholder experience
- Oversee research activities and facilitate stakeholder matching with faculty, researchers, PhDs and Post-docs for continuous engagement.

Program Administration (25%)

- **Fiscal and Contractual Management**
 - Plan and manage the IDE budget with a focus on increasing the stability of revenue and reducing financial risk.
 - Interface with MIT Research Administration Services, legal and finance to define stakeholder engagement models, execute contracts, and monitor financial transactions
 - Have working knowledge of SAP, KC, and other financial and contractual systems used at MIT to manage IDE stakeholder contracts and invoices.
 - Oversee IDE staff to ensure all MIT financial and operational systems are kept up to date, and that invoices are issued and paid in a timely manner (both accounts receivable and accounts payable).
- **Marketing and Communications**
 - Within the context of Sloan's broader strategy and impact, promote research and other IDE output to stakeholders and the larger marketplace via events, newsletters, publications, social media, and other products.



- Oversee and manage the design and delivery of all events, including seminars, workshops, and conferences.
- Work with the Editorial Director and Associate Director of Marketing to develop a dynamic marketing and communications strategy to match the IDE's evolving needs and budget; provide direction for event planning and execution; lead team to create an impressive digital experience including website, newsletters, member references, and social media (as applicable).
- Use various digital technologies to run the IDE "business" including HubSpot, Slack, Eventbrite, website tools, etc.
- **Lead and Manage Administrative Team**
 - Lead HR and recruitment efforts on behalf of the IDE.
 - Assist Directors and research groups in hiring UROPs, graduate students, post-doctoral associates, contractors, and support services as needed for the research processes.
 - Manage all support, administrative, communications, HR, and marketing activities needed to run the IDE.
 - Lead, develop and manage all additional administrative staff, creating a safe and collaborative environment that encourages individuals to do their best work; provide work direction for consultants and vendors.

Supervision

Supervision Exercised

The Executive Director will be the primary supervisor of the IDE staff (currently 7 direct reports), and provide supervisory support to the Research Scientists and Post-Doctoral Associates in the group (currently 16).

Supervision Received

This position reports to the Faculty Director of the IDE, Professor Sinan Aral.

Required Qualifications

- A bachelor's degree required
- Minimum 7 years of administration or operations and/or project/program management required in senior organizational roles
- Strong leadership and management related work experience in an academic, non-profit, or professional services organization
- Commitment to the IDE core values and KPIs
- "Can do" attitude and experience taking ambiguous project to successful completion
- Exposure to or familiarity with digital technologies
- Creative and strategic thinker, entrepreneurial spirit, and a customer-centric mindset
- Highly developed interpersonal skills and excellent judgment and creative problem-solving skills
- Highly organized with strong planning and execution ability



- 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 new 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 Qualifications

- Graduate Degree is a plus
- Familiarity with MIT or a peer institutions is a plus

Competencies

Contribute

- Manages ambiguity and navigates change while being comfortable and confident working in a fast-paced and changing environment
- Is self-directed and proactive while advancing work and achieving results

Collaborate

- Collaborates with others while respectfully advancing organizational goals and achieving desired outcomes

Engage

- Fosters innovation and experimentation by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches

Lead

- Focuses on impact and outcomes while working to make a difference and achieve organizational goals
- Initiates and sustains change that creates value

Manage

- Supports a culture of experimentation by creating a safe environment for risk taking

*** 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.*