



MIT Position Description

Job Title: Mgmt 3 Program & Project Administration	Position Title: Director, MIT Leadership Center
Reports to: Associate Dean of Leadership and Special Projects/Faculty Director of the MIT Leadership Center	% Effort or Wkly Hrs: 100%
Department: MIT Leadership Center, MIT Sloan	Grade 10

Position Overview:

The Director provides comprehensive administrative, operational and programmatic oversight of the MIT Leadership Center. The Director is responsible for the advancement of the Center’s leadership development initiatives and for leading and developing a dynamic team to oversee planning, integration, and implementation of its robust set of courses and programs. They set team vision and develops and maintains collaborative relationships and partnerships with key stakeholders to advance Center and School-related goals. In collaboration with the Faculty Director, the Director will set strategic objectives and will ensure the ongoing financial sustainability of the Center through management of an Advisory Board and participation in fundraising activities with key stakeholders.

Role eligible for hybrid schedule that aligns with goals and guidelines of Center.

Principal Duties and Responsibilities (Essential Functions**):

- 1.) **Strategic planning course/program management and integration (45%):**
 - a. In collaboration with the Faculty Director, develops strategic plans and long-term organizational goals for the Center and communicates with and represents the vision and goals of the Center to a variety of internal constituency groups.
 - b. Provides vision and oversight of the Leadership Center’s suite of offerings for degree students at MIT Sloan from pre-matriculation through graduation (e.g. Leadership Foundations, Orientation sessions, LEAD week programs, core leadership courses in SFMBA and EMBA, SIP/15.005 activities, etc.)
 - i. Oversee the implementation and ongoing development of the Center’s integrated three-course sequence and related coaching activities for the two-year MBAs.
 - ii. Consistently link and integrate the “leadership thread” that connects core and elective offerings in the Executive Degree Programs (EMBA and SFMBA).
 - c. Responsible for building ongoing connections to Action Learning activities and other elective courses at MIT Sloan as well as across MIT with an eye towards new initiatives/opportunities.

- 2.) **Administrative and Operations oversight (25%):** Provides direct oversight and responsibility for the Leadership Center’s core administrative staff, programs, operations, and budget.

- 3.) **Fundraising/Advisory Board Management (10%)**
 - a. Work with Faculty Director and Office of External Relations fundraising team to identify and support fundraising initiatives and activities for the Center.



- b. Manage ongoing strategy for engagement and stewardship of our newly formed Leadership Center Advisory Board.
- 4.) **Stakeholder management (10%):** Collaborates, communicates, and partners with degree program directors, faculty, and others across the School to ensure smooth delivery of programs, courses, and activities.
 - a. Ensures the use of best practices and consistency of leadership development activities across degree programs by building relationships with Assistant Dean/Degree Program Directors as well as with their affiliated faculty and students.
 - b. Builds and maintains strong productive relationships with Sloan's Dean's Office, Career Development Office, DEI Office, Action Learning Office, Student Life, Educational Services, Office of Communications, Admissions, etc. in aligning the Center's strategy with that of the Sloan school.
- 5.) **Management of Leadership Development Coaching Program(5%):**
 - a. Serve as an ambassador of the leadership development coaching program (with faculty and degree program directors and exec ed) articulating how executive leadership coaching accelerates learning and professional development in our programs.
 - b. Oversee and support the Executive Coaching Lead to:
 - i. Hire, develop, and support a professional bench of executive coaches
 - ii. Integrate leadership coaching into the Center's signature programs
- 6.) **Management of Evaluation, Measurement and Assessment (5%):**
 - a. Provides guidance and vision for the evaluation strategy for Center-related activities, programs, and initiatives for both student engagement and satisfaction.
 - b. Oversee and support the Assistant/Associate Director in the development and implementation of an overall assessment/measurement strategy for Center against key learning outcomes to show evidence of performance and growth.

Other duties as assigned or required

Supervision Received:

Supervision will be provided by the Associate Dean of Leadership and Special Projects/Faculty Director of the MIT Leadership Center.

Supervision Exercised:

Manage and develop two Associate/Assistant Directors, a Program Coordinator, the part-time Executive Coaching Lead and the part-time Advisor.

Qualifications & Skills:

Required:

- Bachelor's degree in a related field
- Minimum 5 years of administration or operations experience and/or project/program management

Preferred:

- MBA or related graduate degree
- 8+ years related experience that includes leading and delivering complex and challenging program/curriculum initiatives.
- Requires leadership, vision, and strong management, communications, organizational skills.



Human Resources

- Demonstrated experience in academic administration, leadership development, program/curriculum development, events and communications management.
- Ability to foster positive relations with multiple diverse constituencies.
- Ability to think and act strategically, exert influence, work collaboratively, set and meet deadlines, and deliver high quality results.
- Demonstrated ability to partner effectively with senior leadership, staff, faculty, and students.
- Supervisory experience preferred.
- Knowledge of and experience in leadership development/student leadership development theory and practice strongly preferred.

Competencies:

1. **Focuses on impact and outcomes** while working to make a difference and achieve organizational goals.
2. **Influences others by gaining commitment, buy-in, and support**
3. **Is self-directed and proactive while advancing work and achieving results.**
4. **Collaborates with other individuals, teams, and groups** while respectfully advancing organizational goals and achieving desired outcomes. Works towards team success and shared goals.
5. **Works towards team success with humility, as both a member and a leader of formal and informal teams**
6. **Communicates openly and effectively** by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school.
7. **Demonstrates desire and drive for learning** that enhances both individual performance and contributes to the work of the Center.
8. **Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches.

*** 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.*