



**DRAFT**

<b>Job Title: Career Development Counselor 3</b>	<b>Position Title:</b> Lead Executive Coach, Executive Coaching Program, MIT Leadership Center
<b>Reports to:</b> Director	<b>% Effort or Wkly Hrs:</b> 50%
<b>Department:</b> MIT Leadership Center	Grade 9

The Leadership Center provides students with a fully integrated approach to leadership development. Our teaching incorporates course content and fundamental frameworks, individual and team coaching, experimentation and practice with new team and leadership behaviors.

**Position Overview:**

The Executive Coach Lead provides comprehensive oversight to the executive leadership coaching activities of the MIT Leadership Center. Due to the Center's integrated approach to students' leadership development, the Coach Lead must be proficient in all aspects of the Center's work. The Lead Coach creates and implements an overall strategy and curriculum for leadership development coaching and serves as an ambassador for the Center with various stakeholders. This position manages and develops the activities of about 20 contracted professional executive coaches. This cadre of coaches work with students from two different executive degree programs, as well as MBA students at the MIT Sloan School of Management.

This role is eligible for a flexible hybrid work model, which aligns with area guidelines. Role is a 2-year term limit, with the possibility of conversion.

**Principal Duties and Responsibilities:**

- **Coaching Program Management (60%):** Develop and maintain the infrastructure for successful integration of coaching within leadership development activities for degree-seeking students. Work with Center colleagues to create process efficiencies that maximize scalability and flawless delivery of services to students. This includes:
  - *Staffing Oversight:* Hire, onboard, manage and develop a diverse, top-tier cadre of MIT Leadership Center Executive Coaches. This includes sourcing/recruitment, engagement and development, quality control and training for continuous improvement.
  - *Community Building and Learning:* Create opportunities for community building, share best practices and professional development amongst coaches. This includes creating briefing materials and communications for the coaches that are specific to each course to ensure consistency of session sequence and integration with course or program content as appropriate.
  - *Address Coaching Challenges:* work closely with coaches and degree program teams to address any student challenges related to coaching (individual or team-related)



- *Feedback and Measurement:* Work with other Center colleagues to measure the effectiveness of individual coaches as well as the impact of the overall coaching program. Provide performance feedback to individual coaches and address any areas for improvement.
  - Establish contact with students through coaching and feedback to gather first-hand knowledge of the students' developmental needs and how the Center is/is not addressing them.
- **Partnership Management and Communication (20%)** Serve as an ambassador for leadership development activities and work closely with stakeholders to create a shared understanding of and support for coaching.
  - Present the Center's approach to coaching at various sessions for incoming students and other related venues (orientations, admitted students forums, conferences, etc.).
  - Inform the Advisory Board and Office of External Relations (OER) of all new developments related to the coaching program as well as provide metrics demonstrating the impact on the students.
  - Determine additional methods to communicate about the Center's approach to leadership development and how coaching contributes to the success of the Center's impact.
- **Curriculum/Program Integration (15%):** Continue to incorporate coaching into the Center's course development to enhance the leadership development process for students and allow for optimal growth. Provide new coaching ideas/approaches to enhance and evolve the Center's work.
- **Coaching (5%):** Provide regular individual and team coaching to students in each of the Center's coaching programs (EMBA, Sloan Fellows MBA, and two-year MBA) to maintain the direct experience.

**Other duties as assigned or required.**

**Supervision Received:**

Supervision will be provided by the Director of the MIT Leadership Center. The Lead Coach is expected to regularly perform with minimal supervision.

**Supervision Exercised:**

Manage and develop the cadre of contracted MIT Leadership Center Executive Coaches (15-20 professionals).

**Qualifications & Skills:**

Required:

- Bachelor's degree in a related field
- Minimum 5 years of career services experience required.
- Executive Coaching certification or the equivalent
- Management experience

Preferred:

- Master's or PhD in Clinical Psychology (or similar degree). Significant clinical experience in mental health and human development.
- Minimum 10 years of related experience in executive or organizational coaching



**Competencies:**

1. **Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches.
2. **Focuses on impact and outcomes** while working to make a difference in achieving organizational goals.
3. **Manages ambiguity and navigates change; self-directed and proactive** while advancing work and achieving results.
4. **Demonstrates desire and drive for learning** that enhances both individual performance and contributes to the work of the Coaching Program and the Leadership Center.
5. **Collaborates with other individuals, teams, and groups** while respectfully advancing organizational goals and achieving desired outcomes. Works towards team success and shared goals.
6. **Communicates openly and effectively** by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school.

\*\* 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.