

<b>Job Title: Mgmt 2 Admin &amp; Operations</b>	<b>Position Title: Associate Director, Finance and Administration</b>
	<b>Reports to: Executive Dir, Legatum</b>

**Position Overview:**

The mission of the Legatum Center for Development and Entrepreneurship is to equip MIT student-entrepreneurs with the leadership skills, networks and funding they need to create and scale impactful businesses in the developing world. The Center is seeking an Associate Director of Finance and Administration to direct administrative and financial operations for the Center. Will manage a broad range of administrative responsibilities (salaries, budgets, space, personnel, etc.) and provide effective communication across Sloan, with outside partners, and with affiliated groups within the Institute. Financial responsibilities include advising department head on budgetary/financial issues; developing reports and data for annual budget process; developing strategic financial plans; overseeing general budget, review and expenditure allocation for institute, gift, endowed, and other funds. Will work closely with Sloan Finance department and Legatum executive director on developing annual budget of about \$3M and will perform Financial Review and Control oversight each month. Other responsibilities include overseeing payroll confirmation; managing fellowship disbursements for about 20-25 students each year; managing cost sharing with other departments. Human resources duties include advising department head on personnel issues; preparing academic appointments, ensuring compliance with affirmative action policies; managing annual salary review processes for staff; interviewing, hiring, and onboarding new staff including training, mentoring, and career planning. Donor management duties include preparing reports and creating timelines for donor reporting, effectively communicating donor requirements to staff, working closely with institute to approve MOU's, timelines and donor budgets, and creating financial structure for incoming funding, and managing Center donor stewardship. Will be the liaison for space issues including MIT swing space, shared space with other groups, student space. Will also provide assistance in researching and managing new technologies for the Center and the space, including but not limited to maintaining and updating conference room equipment, assistance with video management and other large electronic file management, overseeing the CrashPlan back-up system and managing Center efficiency tools such as the shared drive, mailman/Moira lists, shared calendars, Dropbox, etc.

**Principal Duties and Responsibilities (Essential Functions\*\*):**

**40% Center Financial Oversight and Reporting**

- Advising department head on budgetary and financial issues
- Developing strategic planning for Center finance, administration and resources
- Providing financial analysis reports and forecasting needs for the Center
- Collaborating with Sloan Finance and executive director to complete annual budgeting process in accordance with Sloan guidelines, developing reports and data as needed. Annual budget of ~\$3M.
- Oversee general budget, review and expenditure allocation for Institute, gift, endowed, and other funds
- Creation and monitoring of budgets and expense allocation, including reporting, FRC, monthly updates, quarterly and annual reporting and salary approval
- Day-to-day fiscal tasks, including approving travel, procard charges, creating purchase orders, journal vouchers, and reimbursements

- Working with the various departments to award fellowship funding (about 20-25 students) and research assistant funding (about 4 students) each year
- Tracking and monitoring fellowship and seed grant funding for travel (up to 40 teams per year)
- Manage cost sharing with other departments
- Advising staff on the MIT rules and processes for travel, purchases, etc. and creating Center policies when necessary

#### **15% Human Resources**

- Working with the executive director to identify the Center's needs; includes an understanding of the strategic goals of the Center (short and long-term) and ability to project the resources needed to meet these goals
- Ensuring compliance with MIT affirmative action policies
- Creating and executing hiring plans, including understanding headcount limitations, HR guidelines, process for "request to post"; driving the process for hiring and on-boarding
- Working with executive director on plan for monthly 10-min conversations and annual performance reviews.
- Communicating opportunities (such as courses) and resources (such as MIT's Work-Life Center) to staff and identifying the needs of the staff and meeting these needs.
- Approving timesheets, generally keeping track of staff in or out of office/ on vacation/sick; Either answering questions about time/time-off and other benefits or being able to find the answers to these questions.
- Building a relationship Sloan HR regarding HR policies and procedures

#### **15% Donor relations**

- Working closely with MIT to develop proposals/MOUs, timelines and budgets for potential donors
- Communicating donor requirements to staff
- Creating the account structure for gift funding; monitoring gift funding and liaising with the donors for wire transfers
- Stewardship of the gifts and endowed gifts through letters of gratitude, reports, updates and other gifts (from Center and MIT) according to the stewardship schedule; creating and updating stewardship schedule
- Working with Office of External Relations and Office of Foundation Relations to provide the information they need to fundraise

#### **10% Facilities and Space Management**

- Working with others in the suite to create the policies for a collaborative community
- Understanding the needs of the Center to make recommendations for new space design, furniture, technology/equipment, etc.
- Working with MIT on relocation to new space; communicating the needs of the Center to MIT's building/project management team
- Managing the security of the space through building management access cards and MIT ID in the SEMO system
- Identifying and managing shared resources for the team such as the Shared Drive, Dropbox, conference calling or other efficiency tools

### **10% Communication of Institute guidelines and policies**

- Attending Administrative Officer/Fiscal Officer meetings and reporting back to staff relevant information
- Developing relationships around the Institute to get answers on questions of compliance
- Understanding and communicating policies either from the Institute or using discretion to create local policies in line with the spirit of the Institute and Center as needed

### **10% Other requests**

- Will be asked to participate in or assist with center events or programs as needed
- May be asked to attend MIT or outside events as a representative of the Legatum Center
- Will work on other activities as necessary

**Supervision Received:** Candidate should be able to manage work with minimal supervision. This position reports into the Executive Director of the Legatum Center for Development.

**Supervision Exercised:** The Associate Director will supervise the Senior Administrative Assistant across various operational tasks.

### **Qualifications & Skills:**

#### **REQUIRED:**

- Bachelor's degree;
- Minimum of three years administration experience
- Good judgment and discretion with confidential information
- Excellent analytical, financial, organizational, and written and oral communication skills
- Ability to work collaboratively with all levels of personnel and manage changing and conflicting priorities

#### **PREFERRED:**

- Strong computer skills, including proficiency with Microsoft Office
- Careful attention to detail
- Proactive work style
- Ability to collaborate and contribute as an individual and team member
- Strong interpersonal skills and proven supervisory skills
- Ability to work with a diverse community in a fast-paced environment;
- Ability to handle multiple projects simultaneously, meet deadlines, and see projects/issues through to completion; and proficiency with Excel spreadsheets and database tools.
- Advanced understanding of MIT practices, policies, and operating norms is highly desirable; as is experience with SAPgui, Concur, Atlas, Roles Database, and Cognos or Brio Warehouse

**Competencies:** Collaborate, Communicate, Engage