

**Director of Global Programs
MIT Legatum Center for Development & Entrepreneurship**

Job Title: Mgmt 3, Program & Project Admin	Position Title: Director of Global Programs
	100% Effort (Two-year term appointment)
Department: MIT Sloan	
Date: January, 2020	

About the MIT Legatum Center:

The Legatum Center for Development & Entrepreneurship at MIT acts as the central resource for the MIT community looking to accelerate global prosperity and alleviate poverty in the developing world through innovation driven entrepreneurship. Our programming and events support MIT students, entrepreneurs, investors, and policy makers around the world develop the knowledge, skills, networks and mindsets they need to bring their ideas to reality, with the goal of creating the next generation of global entrepreneurial leaders that are optimized for impact. We're excited to add a Director of Global Programs to our team, to scale the impact of the Legatum Center and MIT to the rest of the world.

Position Overview:

The Global Programs Director will have a critical role and set of responsibilities to help The Legatum Center fulfill its mission. The main focus for this role is to grow the Legatum Center's impact around the world by developing vehicles for the global dissemination of our unique content and knowledge, in addition to creating new programming of relevance to the Center's mission. This position will have a leadership role in leveraging our center's key stakeholders (external and internal) to develop and execute Center programming focused on building "on the ground" entrepreneurial capacity (e.g., through prizes, competitions, entrepreneurial bootcamps and online materials) and in turn accelerate entrepreneurial ecosystems across frontier markets.

The Global Programs Director will manage Center resources to leverage the strengths of MIT to augment and further promote the role that entrepreneurship can play in the sustainable development puzzle. In expanding access to MIT entrepreneurship resources, the Global Programs Director will play a pivotal role in creating exponential impact driven by the Center.

Principal Duties and Responsibilities (Essential Functions):

Core responsibilities for this role include:

Design & Management of Non-Student Fellowship Programs (50%)

The Director will take responsibility for designing and managing global programs that are accomplished in accordance with the Center's short and long-term goals, priorities, time limits, funding and other requirements. This will require that the Director create events/programs that will bring entrepreneur minded individuals together where they can learn about the latest in the entrepreneurial landscape. Key functional initiatives include program and project planning; resource and event management; close coordination of daily activities with respective team members.

MasterCard Foundation (25%)

Work closely to ensure that the Foundation and the Center promote entrepreneurs with innovative ventures in growth countries, especially in Africa. The Director will work to advance a new paradigm where technology-based innovations and businesses drive economic growth in Africa. The Director will work closely with the Mastercard Foundation to align the Legatum mission with the Foundation's new Africa strategy.

Stakeholder Engagement (20%)

The Director will proactively identify and bring developments and opportunities of potential value to the attention of Legatum Center leadership team. Will look for a way to improve and increase donor engagement while collaborating with the Executive Director on fundraising. The Director will develop relationships and partnerships with colleagues across the globe that will advance the Center goals. The Director will also be responsible for working closely with the Executive Director to establish new networks that will enhance the Center's portfolio of donors, investors and partnerships with universities around the world.

Budgeting (5%)

The Director will work closely with the Associate Director of Finance and Administration to plan, create and execute on the global programs budget. Working with the Associate Director, the Director will create a systematic approach to analyzing the needs and requirements to sustain/expand the global programs. The Director will assess the current programs to determine effectiveness while determining new metrics of measurement based on Center goals (and produce quarterly and annual reports as needed).

Supervision Received:

Executive Director of the Legatum Center

Supervision Exercised:

The Director will supervise a staff member. The emphasis will be on coaching and mentoring the direct report so as to unlock their full potential.

Qualifications & Skills:

Bachelor's Degree required; Master's Degree preferred. Minimum 5 years of experience in administration and/or project/program management required. Experience in building out communities/networks, working in Higher Education or with global Fortune 1000 organizations preferred. Experience working in an emerging market highly desirable. A proven record of successful program management and the ability to manage a portfolio of multiple projects from various partners simultaneously. A process focused approach creating systematic solutions to open-ended challenges. A preference for experience in innovation and

entrepreneurship, especially in the developing world, and the desire to build the programs that make an impact in the world.

A motivated team player who is able to work both collaboratively and excel independently. Experience with managing remote vendors, partners and team members would be preferred, as would any experience with events management and building out strong networks.

The Global Programs Director should be able to think strategically, produce compelling verbal and written communications, and execute on our ambitious goals. Strong motivation to build bridges across campus, and ecosystems, to benefit aspiring entrepreneurs for the developing world. Requires approximately 20 - 25% travel.

MIT Sloan Competencies

Candidate must be able to demonstrate the following competencies:

Collaborating and building relationships

Builds relationships with key stakeholders and grows a trusted network inside and outside MIT

Communicating with influence

Develop and communicates a clear and compelling vision that moves others to act

Fostering an inclusive community

Promotes a vision for a climate of respect and inclusion