
MIT Job Description

Job Title: MIT REAP Assistant Director	Position Title: Assistant Director, MIT REAP
Reports to: Associate Director, MIT REAP	% Effort or Wkly Hrs: 100%
Department: MIT Sloan Global Programs	
Date: 4/23/19	

Position Overview:

Assistant Director (AD) serves as a core team member sharing oversight of key programs and initiatives of the MIT Regional Entrepreneurship Acceleration program (MIT REAP). The role includes responsibility for managing functions such as program and new client development, coordinating events and workshops, developing new initiatives and ongoing initiatives, and technology maintenance. AD will develop new cost-effective processes and implement new technologies or tools that result in reaching overall programmatic goals set by Associate Director and team. The AD will facilitate a healthy team culture of constant improvement, learning and problem solving. AD works with the MIT REAP Associate Director and MIT faculty, to refine the program including tracking measurable objectives that align with key programmatic outcomes. This includes collaborating and implementing detailed program design plans as well as new initiatives and models.

Principal Duties and Responsibilities (Essential Functions):**

- **Program and New Client Development**
 - New Client engagement and onboarding
 - Collaborates with Associate Director in refining and implementing of a targeted client recruitment strategies
 - Assesses client potential by vetting all incoming leads and managing initial client meetings
 - Manages CRM and refines leads process to ensure increased applicant numbers and consistent quality in applicants
 - Represents MIT REAP at meetings with foreign delegations visiting MIT
 - Informs MIT REAP faculty leadership about new leads development
 - Monitors innovation strategies of 16+/- global regions and synthesizes information for key client sales meetings
 - AD collaborates with others on developing case studies of regional MIT REAP Team strategies, performance and impact
 - AD will refine communication with prospective clients, monitoring team formation progress and synthesizes progress for Associate Director
 - Incorporates new learnings from the team formation process into the overall sales process
 - AD required to travel several times per year (sometimes internationally) for events and client meetings
 - Program Development
 - Monitors competitive programs or organizations and incorporate best practices from outside the institute into the program
 - Identifies and recommends new strategic interventions and create a roadmap/menu of programs and policies for REAP Teams to access during and post-program
 - Builds partnerships that support new strategic interventions and offer value-add for REAP teams

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- Collaborates with Assistant Director (logistics) in the execution of the Global Innovation Gala
 - Tracks MIT REAP Team progress and compares with other regions in each Cohort
 - Develops tools and presentations that best synthesize team progress and allow for effective exchange of the information
 - Manages Action Phase activities and interactions with MIT REAP Teams through calls between faculty and key advisors, coaches and contributors
 - Manages documentations of Action Phase notes and coordination of follow-up actions
 - Facilitates faculty feedback on cohort assignments and team progress during Action Phases
- **Workshop Operations**
 - Collaborates with Assistant Directors with 3-day Workshops with regions (2x per year minimum)
 - Oversees all MIT REAP Team coaches/experts during Workshops (approximately 10-16 individuals)
 - Coordinates with staff team members on key logistical decision making for Workshops (e.g. locations, site visits, tours)
 - Collaborates content development with MIT faculty and other key stakeholders (e.g. work with faculty to finalize presentations for workshops)
 - Works with the Associate Director and appropriate team members to create an overall annual plan for coordination with global regions, inviting speakers, and facilitating these Workshops in a systemic, effective way
 - Works with the Associate Director to modify strategies and key program design elements to ensure the success of the entire program. This includes any future client facing opportunities to engage with other parts of MIT
 - Coordinates and attends MIT faculty strategy sessions and planning meetings for workshops
- **New initiatives**
 - Proposes the design and implementation plan of new initiatives such as MIT REAP Team Mentorship and affiliate program
 - Develops new program proposals and supports new model development by conducting appropriate primary market research
 - Implements the piloting of new programs and models, monitors impact, and advises on effectiveness of the pilot programs and models
 - Coordinates with MIT REAP Teams, faculty and MIT REAP staff with regard to new initiatives
 - Evaluates, recommends, and implements enhancements and changes to initiatives
- **MIT REAP International Faculty Fellows (IFF) Program**
 - Responsible for the growth and maintenance of the IFF program
 - Designs and leads recruitment, application and placement process
 - Plans and executes weekly meetings with all MIT REAP IFFs
 - Coordinates regular meetings with faculty advisors
 - Evaluates, recommends, and implements enhancements to the IFF program

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- Serves as the primary point-of-contact to MIT REAP Teams, regarding selection and registration process, logistics, and timeline for IFFs
 - Designs and manages the exit plan for IFFs
 - **Data/Technology**
 - Evaluates new technology proposals as they relate to workflow management or team engagement in coordination with Associate Director
 - Engages Data Research Assistant in the collection of MIT REAP Team's regional ecosystem metrics, strategic intervention metrics and other MIT REAP related research

Supervision Received:

Assistant Director is supervised by MIT REAP Associate Director

Supervision Exercised:

N/A

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree required; 4-year related expertise
- Experience in the entrepreneurial community through either starting a business or working with startup support organizations
- Strong Microsoft office proficiency
- Strong Adobe Creative Suite proficiency
- Highly developed communication skills for participant management
- Experience working with a team in international development program/project management

PREFERRED EDUCATION AND EXPERIENCE:

- Engineering and business degrees
- Completion of entrepreneurial education program such as MIT's Entrepreneurship Development Bootcamp
- Experience managing many third-party vendors and collaborators
- Experience in higher education

** 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.