

## **DRAFT**

**Job Profile:** Executive Director MIT Golub Center for Finance and Policy (GCFP)

### **Description:**

The Executive Director will take the lead on global engagement, communication activities and on resource development for the MIT Golub Center for Finance and Policy (GCFP), as well as managing the Center's ongoing activities and special events. The Executive Director will be responsible for the continued growth and development of a highly effective, globally visible center, focused through its research and educational activities on initiatives that address the challenges facing financial policymakers and regulators through application of the science of financial economics.

The core mission of the Center is to catalyze innovative, cross-disciplinary and non-partisan research and educational initiatives that address the unique challenges facing governments in their role as financial institutions and as regulators of the financial system.

### **Responsibilities:**

- Actively supporting the research and educational mission and activities of the Center, through responsibilities that include: organizing Center conferences and speaker events; building relationships with the GCFP Advisory Board, the Sloan Office of External Relations, prospective donors and other key stakeholders; managing communications including the Center's website content and production of a semi-annual newsletter; managing part-time research personnel; and spearheading the Center's data initiatives.
- Setting strategic direction and program priorities and helping to translate thought leadership into actionable plans and activities for the Center, in collaboration with the Center's Director, Co-Directors and in consultation with the Advisory Board.
- Developing a high-performing culture within the Center that is built on trust and respect and is also accountable, innovative, open to change, aligned on goals and stakeholder focused.
- Collaborating with the Center's Faculty Director and other related centers across campus to leverage the resources of the GCFP to strengthen policy initiatives throughout MIT.
- Coordinating and assisting with Center-affiliated faculties' efforts to develop educational materials and programs for multiple audiences, including free web-based instruction programs (e.g., MITx), executive education programs, MIT courses and mini-courses, action learning opportunities, and training for graduate students interested in research relating to financial policy. Teaching opportunities may be available for a qualified individual.

- Identifying and mentoring the Center's fellows and visiting scholars as they undertake projects that further the GCFP's mission.
- Conducting outreach to and engagement with the public and private sector financial communities and the media, focused on communicating the research findings of the GCFP and facilitating communication between academia, public sector and private sector entities on financial policy issues.
- Working cooperatively and collaboratively across MIT and within MIT Sloan, particularly with the Office of Communications and the Office of External Relations to develop long-term resources for the Center.
- Using the Center's mission and core strategy as a basis to develop objectives and goals; working to expand the reach of the Center while maintaining a high standard of quality in its endeavors.
- Fostering and upholding the CFPs reputation as non-partisan and fact-driven in all external and internal communications.
- Leading and continuing to build a professional team to deliver on the Center's mission and strategy.

#### **Requirements:**

- A graduate degree (Masters or PhD) and at least 7 years of related work experience in senior organizational roles.
- Leadership experience in a public policy role a plus; professional background or graduate training in finance highly preferred.
- Commitment to the GCFP core values of non-partisanship and abstinence from policy recommendations as critical to maintaining credibility and effectiveness.
- Highly developed interpersonal skills and excellent judgment and creative problem solving skills.
- Superior management skills, ability to collaborate and influence leaders and partners at all levels of the organization. Ability to thrive on variety and challenge in a changeable environment.
- Demonstrated success at building organizations and programs including the ability to develop resources and human capital.
- Exceptional written, oral, interpersonal and presentation skills and the ability to effectively interface with multiple constituencies (including faculty, students, media, policy makers, advisory board members and alumni) internally and externally.
- Must have an understanding of the cultural and interpersonal dynamics of a large university that is committed to research and is active in the world.

**Supervision exercised:** The GCFP's senior administrative assistant and other support staff such as IT and editorial assistants employed full or part time by Center will report directly to this position.

**Supervision received:** This position reports to the Faculty Director of the Center.