



Job Title: Mgmt 4, Data Analytics	Position Title: Director of Strategic Information, OER
Reports to: Executive Director of OER (External)	% Effort or Wkly Hrs: 100%
Department: Office of External Relations	Grade: 11
Hiring Range (Min-Max) \$120,440 - \$163,200	

Position Overview:

The Director of Strategic Information serves as the senior-most leader for developing and implementing a highly complex, longterm data and information strategy, data and reporting infrastructure, and performance analytics within the Office of External Relations (OER) at MIT Sloan to drive philanthropic growth for the school. This highly strategic and technically senior role drives enterprise-level data modernization efforts and plays a key leadership role in organizational transformation and strategic decision-making across the school. They will also serve as the key liaison between OER and Resource Development in aligning strategy and action.

OER is evolving toward becoming a \$75M–\$100M annual fundraising operation, with a target of 10% in flexible, unrestricted support to meet the dean’s bold strategic vision. This position is foundational to achieving that growth, ensuring that data systems, analytics, and decision-making tools are robust, future-ready, and aligned with MIT Sloan’s ambitious philanthropic goals and those of the greater Institute

Reporting to the Executive Director of OER, the Director is responsible for designing and implementing the long-term vision for OER’s data architecture, building dashboards and other reporting tools, and analytics strategy in alignment with MIT Sloan’s overarching philanthropic and alumni and community engagement goals. The Director serves as a principal thought partner to senior leadership and is accountable for developing systems and workflows that deliver trusted, actionable data to guide strategy at every level of a world-class, fundraising organization.

This position has a broad institutional footprint, extending beyond OER to build strategic partnerships with other MIT Sloan departments and greater Institute to address shared data and reporting needs. The Director is also charged with leading a significant technology modernization effort—including the development of a data mart and the implementation of collaboration and product management tools (e.g., Confluence, Jira, GitHub)—to support greater transparency, scalability, and efficiency in OER’s operations.

As MIT Sloan prepares for a transformational fundraising campaign and major CRM conversion, the Director will be instrumental in building the infrastructure and culture necessary to support a high-performing, data-driven advancement enterprise. They will also be responsible for implementing other applications and tools, including Generative AI and Machine Learning, when the greater Institute approves of use of these opportunities. Role eligible for hybrid schedule that aligns with OER guidelines.

Principal Duties and Responsibilities (Essential Functions):

Enterprise Data Strategy and Analytics Leadership (20%)

- Leads OER's strategic vision, development, and execution of an integrated data and analytics roadmap that aligns with school-wide priorities and campaign goals.
- Constructs advanced analytical models—including predictive and exploratory analyses—to identify trends, surface key performance indicators, and generate reports and insights that shape institutional policy and direction.
- Builds a campaign and engagement data sets and analytics framework that supports both long-term planning and real-time decision-making to drive philanthropic revenue for the school and greater Institute.
- Explores and deploys AI and machine learning models (e.g., predictive donor behavior, sentiment analysis, propensity scoring) to strengthen campaign planning, segmentation, and engagement strategies.
- Provides direct counsel to OER leadership and MIT Sloan's senior administrative leaders on key business decisions informed by data.

Infrastructure Development and Systems Modernization (20%)

- Develops deep technical understanding of and ability to navigate MIT's enterprise data infrastructure, including CRM systems (e.g., Salesforce or Ellucian Advance) and reporting platforms.
- Partners with central MIT Business and Digital Transformation Office (BDTO), Alumni Association (AA) and Resource Development (RD) teams to implement enterprise-level reporting solutions including the design, build, and implementation of a centralized data mart to integrate data from multiple enterprise systems, enabling standardized, scalable reporting and deep analysis for MIT Sloan.
- Manages complex information management projects involving data integration, reporting, systems design, and cross-functional coordination to support strategic decision-making and advancement goals.
- Leads OER's adoption of technical tools such as Confluence, Jira, and GitHub to manage team workflows, product roadmaps, and documentation, improving internal collaboration and transparency.
- Leads the evaluation, adoption, and integration of AI-powered tools to automate routine reporting, improve data quality, enhance forecasting, and scale insights across the department.
- Develops business requirements and collaborates with central IT and development teams to build, test, and deploy scalable data products and reporting resources.
- Ensures the quality, consistency, and security of enterprise data through rigorous QA, validation protocols, and governance standards.
- Will implement the use of Generative AI and Machine Learning across platforms when use of these tools and technologies are approved by Resource Development.



Organizational Transformation and Workflow Optimization (20%)

- Leads efforts to refine and reengineer workflows within OER to promote operational efficiency, automation, and scalability across teams.
- Oversees the implementation of best-in-class business process management practices, promoting a continuous improvement culture.
- Develops and monitors performance metrics to evaluate the effectiveness of new systems and processes, making data-informed recommendations for enhancements.
- Leverages AI-driven workflow optimization tools to identify bottlenecks, streamline handoffs, and enhance productivity across OER teams.

Cross-Functional Collaboration and Institutional Partnerships (10%)

- Plays a central role in shaping the department's operational plans and mid-term strategies, with influence extending to school-wide decisions.
- Advises senior leaders on how to leverage data and analytics for continuous improvement and long-term success.
- Translates complex analyses into strategic recommendations that inform budgeting, staffing, and campaign planning.
- Identifies and develops new strategic partnerships across MIT Sloan (e.g., Admissions, Career Development Office, Global Programs, Finance, and Executive Education departments) to address shared data, reporting, and analytics needs —with a particular focus on driving revenue-generating activities and informing fundraising strategy.
- Leads Sloan-wide initiatives to improve data accessibility, integrate systems, and create a unified reporting strategy for external relations.

Team Leadership and Strategic Oversight (10%)

- Provides managerial oversight and strategic direction to a team of data analysts and reporting specialists.
- Delegates responsibilities, establishes job expectations, and develops short- and mid-term operational plans aligned with departmental goals.
- Leads performance evaluations, professional development planning, and hiring decisions in collaboration with senior leadership.
- Invests in team development, fostering growth not only in technical skills but also in areas such as self-awareness, communication, and the ability to navigate complex, relationship-driven institutional environments.
- Supports staff in becoming effective, adaptable contributors within a dynamic, decentralized organizational landscape.
- Contributes to workforce planning and talent strategy for the broader OER function.

Governance, Risk Management, and Compliance (5%)



- Leads OER's data governance initiatives and ensures compliance with MIT policies and industry best practices regarding data privacy, donor confidentiality, and system security.
- Ensures ethical and responsible use of AI in alignment with MIT's data governance and institutional policies.
- Fosters a culture of data stewardship and promotes organizational adherence to ethical data usage standards.
- Leads a collaborative and accountable partnership with the leadership of centralized data and reporting teams, ensuring clear agreement and alignment on roles, service expectations, and shared priorities.

Supervision Received: Receives supervision from Executive Director (External), OER.

Supervision Exercised:

Directly supervises:

- Senior Business Analyst & Reporting Specialist
- Reporting Analyst / Data Coordinator

Team structure is under development, and roles and direct reports may be adjusted based on organizational needs.

This position currently supervises two FTEs, with the expectation that the number of direct reports will grow as the organization enters a campaign phase and philanthropic activity expands. In addition to direct supervisory responsibilities, the role also provides indirect leadership across OER. This includes guiding the work of staff leading and supporting principal and leadership giving, prospect and fund management, strategic initiatives, donor relations and stewardship, and annual giving—particularly in how information and insights are leveraged to inform strategy and decision-making.

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Master's degree in related field required such as: business, data science, information systems.
- Minimum of 7 years of Institutional research experience
- Progressively responsible experience in data strategy, analytics, and systems development
- Demonstrated ability to lead enterprise-wide data infrastructure initiatives, including data marts, CRM systems, and reporting platforms.
- Proven experience with project management methodologies, tools (e.g., Jira, Trello, and lifecycle management; certification (e.g., PMP, Agile/Scrum) a plus.
- Hands-on experience implementing collaboration platforms such as Confluence, Jira, and GitHub to manage documentation, workflows, and product development across matrixed teams.
- Experience with AI and machine learning applications for predictive analytics, business intelligence, and content generation.



- Proven success developing and applying performance measurement frameworks and dashboards to track KPIs, optimize business strategies, and inform executive decisions.
- Demonstrated ability to lead organizational change, implement process improvements, and drive the adoption of data-informed practices.
- Experience managing cross-functional teams, setting expectations, evaluating performance, and mentoring staff.
- Exceptional interpersonal, communication, and stakeholder engagement skills; able to present complex data to non-technical audiences and influence senior leadership.
- Deep understanding of data governance, compliance, and privacy in higher education or advancement settings.

PREFERRED EDUCATION AND EXPERIENCE:

- MIT Experience desired
- 10 years of progressively responsible experience in data strategy, analytics, and systems development—preferably within advancement, higher education, or mission-driven environments.
- Experience with fundraising and constituent management systems (e.g., Advance, Salesforce) preferred.

Top Sloan Competencies

Collaborates

Manages

Contributes

Leads

*** 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.*