

Job Title: Mgmt 4, DLCI Fundraising	Position Title: Managing Director, Development, OER
Reports to: Assistant Dean, External Relations, OER	% Effort or Wkly Hrs: 100%
Department: Office of External Relations	Grade 12

Hiring pay range: \$153,000 - \$214, 200

Position Overview:

The **Managing Director of Development, Office of External Relations** is a pivotal senior leadership role responsible for the strategic direction and execution of a comprehensive fundraising program at the **MIT Sloan School of Management**. Leading a high-performing development team within the Office of External Relations (OER), the ED integrates diverse fundraising streams—including individual, family, corporate, and foundation donors—to achieve an annual philanthropic revenue target of **\$85 million to \$100 million+**.

The Managing Director will serve as a key architect of the school’s philanthropic strategy, ensuring that the Principal Gifts, Leadership Gifts, Annual Giving, and Development Operations teams operate with synergy and excellence to support MIT Sloan’s mission of developing principled, innovative leaders.

Strategic Leadership & Fundraising

As an experienced and successful fundraiser, the role manages a personal portfolio of approximately 30 principal and major gift prospects, with a goal of raising \$10M+ in annual commitments. Beyond direct solicitation, the ED serves as a key strategist for high-level donor engagement and cultivation and manages the fundraising strategy for the school’s leadership volunteer groups.

A Transformative Moment

Recently ranked the #1 business school in the world by the Financial Times, MIT Sloan is uniquely positioned to reinvent management education under the leadership of Dean Rick Locke. Philanthropic revenue is critical to seizing this extraordinary moment; consequently, there is a robust, school-wide commitment from senior leadership to partner closely with OER.

Scope & Institutional Impact

- **Global Strategy:** Oversees and implements international and domestic strategies for market development, donor cultivation, solicitation, and volunteer management across all giving programs.
- **Thought Leadership:** Researches and presents emerging philanthropic trends to the OER leadership team to ensure the office remains dynamic and agile in approach; OER aims to be recognized as a world-class development and alumni engagement operation.
- **Collaborative Partnership:** Establishes deep, cooperative relationships across the school and the broader Institute to maximize results for MIT Sloan.

Principal Duties and Responsibilities

Strategic Fundraising & Revenue Generation

- Comprehensive Strategy: Develop and execute high-level strategies to qualify, cultivate, solicit, and steward relationships with individuals, families, foundations, and corporations both domestically and internationally, particularly focusing on the base and middle of the donor pyramid.
- Pipeline Management: Direct individual giving activities and resource allocation to meet campaign goals; customize strategies to link high-net-worth prospects with the Dean's key funding priorities.
- Pipeline Growth: In collaboration with the Directors of Strategic Alumni Engagement and Annual Giving, develop a donor and volunteer retention and acquisition plan to grow the base of support for the school.
- Personal Portfolio: Actively manage a personal prospect portfolio of 30 individuals, focusing on cultivating and closing transformative gifts of \$1 million and above.
- Volunteer Leadership: Design strategies for volunteer recruitment and management.

Leadership, Culture, & Team Development

- Leadership: Will need to serve as a leader for both vertical streams (Development teams) and horizontal streams (Operations, Comms and Mktg, Donor Relations and Stewardship, Events, Strategic Alumni Engagement, and Strategic Information Management).
- Mentorship & Coaching: Serve as a lead coach for managers and emerging leaders within the development team, actively strengthening the organization's performance, culture, and professional standards.
- Knowledge Management: Ensure all fundraising staff are experts in MIT Sloan's fundraising priorities, diverse vehicles of giving, and the nuances of the donor development process.
- Staff Optimization: Envision and implement systems that leverage a lean staff to its highest potential, recommending staffing modifications to align with the Dean's vision and optimize philanthropic outcomes.

Executive & Faculty Engagement

- Executive Support: Ensure all briefing materials for internal and external stakeholders meet the highest standards of quality and are delivered with excellence.

Operational Excellence & Planning

- Fiscal Year Planning: Lead the annual business planning process for the development team, including the management of timelines, budgets, and productivity goals.
- Assessment Implementation: Leverage recommendations from various assessments completed for prospect management, campaign readiness, and annual giving.
- Data-Driven Assessment: Continually assess the donor pool's capacity and maturity to advise on the feasibility of future fundraising goals and staffing needs.
- Institute Collaboration: Partner proactively with MIT Central Resource Development to ensure MIT Sloan's case for support is shared across the Institute, ensuring that all possible routes to prospects with Sloan-aligned interests.

The successful candidate will be a proven and effective leader and manager and will have a solid understanding of all aspects of development activities. The Managing Director will also have expertise in senior volunteer and board management with a collaborative, diplomatic, and effective work style and will be able to nurture talent, add necessary structure, and navigate the many moving parts of MIT. Sound judgment, strategic thinking, strong organizational and management skills, and the ability to lead across department lines are essential for success in this position. The role will possess the drive and passion necessary to ensure a successful capital campaign.

Supervision Received: Assistant Dean, External Relations, OER

Supervision Exercised: Six director reports and oversee principal gifts, leadership gifts, development operations, and annual giving teams.

Qualifications & Skills:

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree required
- Minimum 7 years of successful direct fundraising experience working required.
- Demonstrated ability to communicate and work effectively with faculty, senior administrators and MIT leaders, alumni and high-profile business leaders on a regular basis required.
- Higher education experience preferred. Experience supervising staff, setting goals, and managing performance and
- Experience in development required, preferably with knowledge of the academic area of the appointing unit
- Experience supervising staff, setting goals, and managing performance and budgets.
- Experience working in complex organizations
- Experience in envisioning and implementing international programming
- Experience in managing large groups of volunteers, professionals, etc.
- Experience working with senior level executives around the world
- Direct fundraising experience and demonstrated success at cultivation, solicitation and stewardship
- International experience
- Experience with successful, high level event management
- Demonstrated ability to translate mission into strategies and plans to deliver explicit objectives
- Must be articulate and have well proven human relations and communications skills
- Demonstrated and extraordinary attention to detail
- Demonstrated success in creating and implementing office-wide systems that increase productivity and efficiency
- Demonstrated skill at collaborating with internal and external audiences

PREFERRED EDUCATION AND EXPERIENCE:

- Master's Degree preferred Field of study: international business, communications, management or related field
Higher education experience preferred.
- Passion for international travel
- Ability to multitask and collaborate while working virtually during times of peak travel

*** 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.*