
MIT Position Description

MIT Job Description

Job Title: Program/Project Administrator	Position Title: Associate Director, Programs and Events, Martin Trust Ctr for MIT Entrepreneurship
Reports to: Executive Director	100 % Effort / Wkly Hrs: 40
Department: Martin Trust Center for MIT Entrepreneurship	Grade 8

The Martin Trust Center for MIT Entrepreneurship Associate Director, Programs and Events will design, lead, and implement all programs and events run by the Center. The Associate Director will oversee the Center's most important and visible programs and events that include delta v, the t=0 Festival of Entrepreneurship, Pozen Fellowship program, Entrepreneurship Speaker Series, Demo Days, Investor Days, Pitch2Match, StartMIT/Fuse, and a variety of other special events. Collaborate with faculty, students, and Center staff to deliver programs designed to engage MIT students across the entire campus and help them become more effective entrepreneurs. Liaise with internal and external organizations, student clubs, and corporate members to strengthen the entrepreneurial ecosystem.

The Martin Trust Center for MIT Entrepreneurship is a student service center; therefore, the Associate Director, Program and Events will be required to be in person, on-campus, and based in the local area.

Ability and willingness to work early mornings, late evenings, and ~5 weekend days as required for classes, programs, or events. Able to travel (internationally or domestically) as needed for programs, approximately 2-3 times per year or as appropriate.

The Trust Center is currently working on a hybrid work schedule—80% on campus in Cambridge and 20% remote. The role is full-time.

Principal Duties and Responsibilities (Essential Functions):**

Program Management (50%)

- Design and execute all co- and extra-curricular programs and events in close collaboration with other members of the Trust Center team, including the largest, highest profile, and most impactful programs (e.g. delta v, StartMIT, MIT Fuse, Pozen Fellowship, speaker series, and others including special programs), for students, alumni, and distinguished guests.
 - Work with Executive Director and key stakeholders to design, develop, maintain, and optimize project plans for all programs, feedback collection, and metrics to ensure program excellence
 - Develop and monitor project plans. Ensure program operations are effective and efficient and propose/implement improvements as needed.
 - Manage competing priorities for multiple projects and activities simultaneously. Determine and track key project metrics and deliverables as required. Participate in the design and development of program/project knowledge resources (e.g., databases, documentation, policies, and procedures) and maintain these in an organized and accessible manner.
 - Create detailed plans for highly complex projects while instructing and leading team members on execution to ensure timely completion of tasks and overall project success.
 - Recruit high profile, high demand individuals (Founders of prominent startups, Venture capitalists, directors of commercial accelerators) for Center speaker series.
 - Manage database of speakers across various programs, workshops, events, etc.
 - Ensure that MIT event management policies are adhered to, particularly those regarding serving of alcoholic beverages.
 - Create and manage expenses/budgets to ensure program and event budgets do not exceed financial parameters.
 - Select and identify external vendors as needed (event space, catering, transportation, hotel, etc.) ensuring delivery of quality products and services.
 - Solicit competitive bids and negotiates contracts and pricing with internal and external vendors.
 - In conjunction with Director and Executive Director, create and manage curriculum schedules and special sessions.
 - Develop outreach plan in coordination with Marketing and Communications Director to attract students from across campus to Trust Center programs.
- Leverage relationships with student clubs to advertise Center events and programs across campus and degree programs.

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- With a high-degree of independence, develop complex reports, documents, dashboards, presentations, and other materials to be presented to senior leadership. Contribute to the writing of programmatic reports on a periodic basis. Develop methods for collecting feedback and ensure tracking of key program/project metrics.
 - Schedule and manage meetings and other activities (e.g., workshops). Attend relevant meetings as needed to maintain current content knowledge of projects and activities.

Major Event Design, Development, and Management (35%)

- Create and plan major events including the flagship 1,200 person Demo Day event, Bend the Vector symposium, Raise the Bar, and other events for large and high profile audiences.
- Manage all aspects of event planning, preparation, and logistics. This includes outreach (e.g., invite and coordinate with presenters and speakers), prepare materials for distribution, develop and manage events budgets, identify and secure venues, and vendor selection.
- Develop event master project plans including event checklist, project calendar, and events timeline and action steps, and work with others to meet objectives and deadlines.
- Work with entrepreneurship-focused student clubs (100K, Clean Energy Prize, StartLabs, etc.) to co-sponsor and plan events related to entrepreneurship.
- Plans and executes events related to programs under the Associate Director's management

Resource Management (15%)

- Lead programs by aligning stakeholders (internal and external) to accomplish goals of program.
- Work with resource management to effectively align resources across concurrent projects.
- Negotiates contracts and pricing and follow through to ensure responsiveness of vendors and other resources for programs and events
- Monitor and record/report travel in a manner consistent with MIT requirements.
- Ensure vendor financial transactions are completed in a timely fashion. Handle select financial activities such as reconciling expenses, purchasing, and processing travel and purchasing reimbursements.
- Model best practices in operational processes and procedures required to ensure the quality of programs and events to develop repeatable processes

Other duties as assigned and required

Supervision Received:

Once on-boarded, the Associate Director is expected to make decisions independently and keep Executive Director informed as necessary.

Supervision Exercised: This position will have no supervisory responsibilities

Qualifications & Skills:

REQUIRED:

- Bachelor's degree
- Minimum 3 years of administrative, operations, and/or project/program management experience.
- Excellent communication skills – including understanding, and joy in providing, excellent customer service
- Need to be a great team player and able to work with others to bring out the best in them as well as yourself
- Anti-fragile – must thrive in an environment with ambiguity, small failure, imperfect information while attempting to bring order to it
- Event management – ability to run (and enjoy) significant events
- Interest in Entrepreneurship – candidates should have an interest in the field of entrepreneurship
- Ambition – this job is ideal for a self-starter who can identify problems and fix them and take initiative in accomplishing tasks
- Strong computer and technical skills required, including MS Suite, Adobe Suite, and ability to learn new programs quickly
- Deals with confidential information and/or issues using discretion and judgment

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- Flexibility – hours can vary based on the event schedule and workload and must be able to work occasional evening events and travel domestically

PREFERRED:

- Familiarity with MIT and MIT Sloan policies and procedures strongly preferred
- 5+ years' experience in a related field, preferably academic program management in higher education

COMPETENCIES: Contribute; Collaborate; Engage; Manage

*** 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.*