

Reporting to the Senior Associate Dean for Administration, the Senior Director of Finance (SD) will provide leadership in budgeting/financial planning, financial reporting, and financial operations for the Sloan School of Management with an annual budget of ~\$170M. The SD will act as a senior advisor to the Senior Associate Dean for Administration and other members of the School's leadership team on matters related to effective resource allocation (near and longer term) and will produce thoughtful financial reporting to facilitate strategic decision making, based on a structure of sound financial accounting and controls.

The SD will oversee the School's finance office, with direct management responsibility for the managerial roles and indirect management of the whole team (~15 staff). The SD will support the professional development of the Finance Office staff, and serve as coach and mentor as appropriate, while creating an environment of high expectations, and one that embraces innovation, creativity, and teamwork.

The SD participates in the development of School strategy and collaborates with senior management to ensure financial strategies are aligned with the School's goals. The SD develops and manages high level relationships with both internal staff and external constituencies. The SD determines methods and systems to be used by others, recommends policy and new initiatives; and identifies, develops, and initiates innovations and solutions where precedents and procedure may not exist. The SD will be a resource for others in Sloan and may be an Institute-wide resource.

The SD will manage the School's annual budget and multi-year planning processes, ongoing financial reporting and analysis, accounting controls and operations, payroll administration, and chart of accounts management. S/he will ensure sound fiscal policies and procedures, efficiency and effectiveness of systems, and a strong compliance and control environment.

S/he will also develop working relationships with the Unit heads of the School and support them as necessary in their financial planning and reporting needs. This likely will include a meaningful review and redesign of the School's chart of account and management reporting structures. The SD will advise development staff on structuring gift proposals and will oversee the review of restricted fund terms. The SD will also interface with key offices within the central administration of MIT, including the Vice President for Finance, Budget Office, and Recording Secretary's Office. S/he will function with limited supervision and oversight.

### **Principal Duties and Responsibilities (Essential Functions):**

- Financial planning and forecasting oversight, focusing on the annual budget and multi-year financial plans, with the potential for capital project planning (as needed)
- Ability to make educated and informed financial predictions and recommendations
- Creativity in financial problem solving
- Understanding of donor fund management and financial stewardship (endowment and expendable/current use)
- Ability to evaluate and model potential revenue opportunities
- Leadership of campaign financial planning
- Coaching skills, particularly on developing staff to manage in a complex environment; includes 1:1 coaching and setting a culture of high expectations for the whole group
- Ability to identify business processes that need renewal, and implement changes (including installing position control and a project management function)
- Ability to effectively partner with Senior Associate Dean, peers, Unit heads, and central colleagues
- Ability to create an environment of experimentation and innovation
- Strong communications skills, including the ability to develop presentations and effectively present on finances at staff meetings, and to various other internal and external constituencies.

### **Basic Requirements:**

- MBA and/or CPA, and 10+ years financial administration experience, including budgeting, analysis, financial reporting, non-profit accounting and financial management required.
- Excellent verbal and written, interpersonal, presentation and customer services skills.
- Previous supervisory experience required.
- Requires project management skills; designs solutions for internal clients.