



## MIT Position Description

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| <b>Job Title: Mgmt 3, Program &amp; Project Admin</b> | <b>Position Title: Senior Director of Legatum Fellowships and Global Initiatives</b> |
| <b>Reports to: Executuve Director, Legatum</b>        | <b>% Effort or Wkly Hrs: 100%</b>  |
| <b>Department: Legatum Center</b>                     |  |
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### Position Overview:

#### About the MIT Legatum Center:

The Legatum Center for Development & Entrepreneurship at MIT acts as the central resource for the MIT community looking to accelerate global prosperity and alleviate poverty in the developing world through innovation driven entrepreneurship. Our programming and events support MIT students, entrepreneurs, investors, and policy makers around the world develop the knowledge, skills, networks and mindsets they need to bring their ideas to reality, with the goal of creating the next generation of global entrepreneurial leaders that are optimized for impact.

### Position Overview:

The Senior Director for Fellowships and Global Initiatives will have a critical role and set of responsibilities to help The Legatum Center fulfill its mission and to support the Executive Director in the overall execution of the Center’s new long term expansion strategy. The focus for this role is to grow the Legatum Center’s footprint around the world by developing vehicles for the global dissemination of our unique content and knowledge, in addition to expanding our fellowship offerings and creating new programming of relevance to the Center’s mission. This position will have a leadership role in leveraging the center’s key stakeholders (external and internal) to develop and execute Center programming focused on building “on the ground” entrepreneurial capacity (e.g., bootcamps, partnership building, etc.) and in turn accelerate entrepreneurial ecosystem building across frontier markets globally.

The management of the relationship of donors funding programming under the Fellowships and Global Initiatives function such as Mastercard Foundation and USADF, will be the responsibility of the Senior Director for Fellowships and Global Initiatives. The senior Director will also be responsible for expanding our donor base in Latin America and South East Asia to complement the work being done in Africa.

The Senior Director will be responsible for: 1) oversight of the Center’s student fellowship program, 2) oversight of MIT wide student programming, 3) the design and execution of the new Foundry fellowship for founder entrepreneurs across the African continent and ensure the future institutionalization of this fellowship, 4) design and implementation of all current and new global initiatives such as the Market Creating Innovation Bootcamps and the Systems Change Entrepreneurship bootcamps, 5) the design and institutionalization of a fellow alumni community that will have an institutionalized structure and presence 6) the building out and management of new Legatum Center networks such as our risk capital network and university network, and 7) the co-creation and oversight of all new fellowship programs taken on by the Center.

The Senior Director will manage Center resources to leverage the strengths of MIT to augment and further



promote the role that entrepreneurship can play in the sustainable development puzzle. In expanding access to MIT entrepreneurship resources, the Senior Director will play a pivotal role in creating exponential impact driven by the Center's programs.

The Senior Director will be responsible for overall management the following positions:

1. Director of Student Programming
2. Assistant Director for Fellowships and Global Initiatives
3. Coordinator for Fellowships and Global Initiatives

As the Center expands, Fellowships and Global Initiatives team will also expand over time. As such, direct reports are expected to increase over time.

**Principal Duties and Responsibilities (Essential Functions\*\*):** (include percentages to equal 100%)

Core responsibilities for this role include:

- Oversight of all on-campus student programming in close collaboration with the Director of Student Programs
- Design and execution of all non-student fellowship programs at the Center, starting with the Foundry Fellowship for African Entrepreneurs, in close collaboration with the Assistant Director for Student Fellowships and Global Initiatives and the Executive Director. All future fellowship programs will fall under the responsibility of the Senior Director
- Oversight (including design where relevant) of all MasterCard Foundation non-student programming in Africa, including the Market Creating Innovation Bootcamps and the Systems Change Entrepreneurship Workshop, in addition to any other new MCF programming that may emerge
- Oversight of all new Global Networks launched by the Center in close collaboration with the Executive Director and the Marketing and Stakeholder Engagement Team. The Senior Director will manage the rollout of the marketing plan as it pertains to the Global Networks. This aspect of the role will be crucial as it will raise awareness of the Center in other parts of the globe that we have yet to enter.
- Development and oversight of all global partnerships and new initiatives coming out of the center in close collaboration with the Executive Director and other Center teams.
- Where necessary, fundraising and donor relationship management, in close collaboration with the Executive Director. The Senior Director will utilize their global network with the intended goal of raising up to \$5 million in funds to support the Legatum Fellowship, the Foundry Fellowship and other student programs over the next 3 years.
- Financial Management of all programing under oversight in close collaboration with Director of Finance and Administration. This includes working with our donor, Mastercard Foundation, to manage the remainder of their gift amounting to \$5 million. The main objective of the Senior Director is to provide quarterly updates including forecast and narrative to the donor and a projection of the progress made with respect to the expenditures of the endowment.
- Working with the Executive Director to ensure the implementation of the Center's long-term strategy and being actively engaged in the constant revisiting of the strategy and re-designing where necessary. The Senior Director will evaluate the progress of the Center against a core set of metrics to gauge the overall direction and assess the use of the human and financial capital, in order to adjust, as needed.



**Supervision Received:** Executive Director of the Legatum Center

**Supervision Exercised:**

The Senior Director for Fellowships and Global Initiatives will supervise all staff working under the Fellowships and Global Initiatives function. This includes the Director of Student Fellowship and programming, the Assistant Director and a Coordinator, in addition to new team members that may be added as programming expands.

**Qualifications & Skills:**

***REQUIRED EDUCATION AND EXPERIENCE:***

- Bachelor's Degree
- Minimum 5 years of administration or operations experience and/or project/program management.
- Experience working in Higher Education and with entrepreneurs.
- Experience working in an emerging market is necessary.
- A proven record of successful program management and the ability to manage a portfolio of multiple projects from various partners simultaneously.
- Experience in overseeing fellowship programs for professionals.
- A process focused approach creating systematic solutions to open-ended challenges.
- Experience in innovation and entrepreneurship, especially within emerging markets.
- A clear desire to design and execute new programming of relevance to the Center.

***PREFERRED EDUCATION AND EXPERIENCE:***

- Master's Degree
- 10 - 15 years' experience managing and building out communities/networks.
- A motivated team player who is able to work both collaboratively and excel independently.
- Experience with managing remote vendors, partners and team members preferred, and experience with events management and building out strong networks.
- Ability to think strategically, produce compelling verbal and written communications, and execute on the Center's ambitious goals.
- Strong motivation to build bridges across campus, and ecosystems, to benefit aspiring entrepreneurs for the developing world.
- Requires approximately 20 - 25% travel.

**Competencies: Contribute, Collaborate, Engage, Lead, Manage**

*\*\* 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.*