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**RECLASSIFICATION: MIT Job Description**

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| <b>Job Title: Program / Project Administrator</b>                   | <b>Position Title: Associate Director, Program &amp; Community Management</b> |
| <b>Reports to: Director of Business Management &amp; Operations</b> | <b>% Effort or Wkly Hrs: 100%</b>   |
| <b>Department: Martin Trust Center for MIT Entrepreneurship</b>     | ████████████████████  |
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**Position Overview:**

The Martin Trust Center for MIT Entrepreneurship Associate Director 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 including the Fall Festival of Entrepreneurship, Pozen Fellowship, Entrepreneurship Speaker Series, de ta v and Demo 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 to become more effective entrepreneurs. Design and implement a strategic plan for the Trust Center community management rollout, targeting as appropriate based on earnings. 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, and requires the Director to be in person, on-campus for programming and events. The position is eligible for a flexible work schedule, on a continuing weekly basis that aligns with the practice of The Trust Center.*

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

**Program Management (65%)**

- Design and execute all programs and events, including the largest and most impactful ones (e.g. de ta v in Cambridge, NY, and Silicon Valley), for students, alumni, and distinguished guests.
- Develop outreach plan in coordination with Marketing and Communications Director to attract students from across campus to Trust Center programs.
- Recruit high profile, high demand individuals (Founders of prominent startups, Venture capitalists, directors of commercial accelerators) for Center speaker series.
- Ensure that MIT event management policies are adhered to, particularly those regarding serving of alcoholic beverages.
- Manage expenses to ensure program and event budgets do not exceed financial parameters.
- Create detailed plans for complex projects while instructing and leading team members on execution to ensure timely completion of tasks and overall project success.
- Select and identify external vendors as needed (event space, catering, transportation, hotel, etc.) ensuring delivery of quality products and services.
- Solicit competitive bids and negotiate contracts and pricing with internal and external vendors.
- In conjunction with Director and Executive Director, create and manage curriculum schedules and special sessions.
- Create social media strategy, content calendar, source relevant material, and execute accordingly.

**Community Management (25%)**

- Design, implement, and document a strategic plan for the Trust Center community management rollout, targeting as appropriate and based on earnings.
- Point of contact for Corporate Members providing high-touch customer service; create and execute agreements, facilitate benefits, survey and renew memberships.
- Evaluate engagement and provide regular communication to alumni from Trust Center student programs (e.g. de ta v, StartMIT/Fuse) through annual events, existing programming, and networking and mentoring opportunities.
- Implement a vetting process for the Professional Advisors Network to ensure diversity in backgrounds and experiences and create a system to optimize the return for student engagement.

- Create, track, and maintain guest speaker, mentor, and adjunct faculty lists to ensure optimal use of courses and programs.
- Identify and engage with external organizations to strengthen the MIT entrepreneurship ecosystem.

### **Student Club Engagement (10%)**

- Work with entrepreneurship-focused student clubs (100K, Clean Energy Prize, StartLabs, etc.) to co-sponsor and plan events related to entrepreneurship.
- Coordinate regular meetings with student club leaders to share best practices across various clubs and to prevent event overlap and redundancy.
- Inform student clubs of available resources at the Trust Center and help design programs and initiatives that can better serve their needs.
- Leverage relationships with student clubs to advertise Center events and programs across campus and degree programs.

Other duties as assigned and required

### **Supervision Received:**

Once on-boarded, the Associate Director is expected to make decisions independently and keep MTC Director of Business Management and Operations 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 joyful 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
- Antifragile – must thrive in an environment with ambiguity, smart 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
- 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
- Minimum of 5-7 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.