

## Job Description

<b>Job Title: Mgmt 4, Program &amp; Project Admin</b>	<b>Position Title: Executive Director, Martin Trust Center for MIT Entrepreneurship</b>
<b>Pay Grade: 12</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Department: Martin Trust Center</b>	<b>Reports to: Managing Director</b>

### Position Overview

The Executive Director of the Martin Trust Center for MIT Entrepreneurship is responsible for creating and executing the academic and programmatic strategy for the Center. This role ensures that the portfolio of classes and programs aligns with the strategy and serves MIT students effectively. The Executive Director may also teach entrepreneurship courses, lead programs, and mentor student teams. Additionally, they will act as a liaison and mentor to students engaged with the Center, meeting with them regularly.

As a key representative of entrepreneurship education at MIT, the Executive Director will engage with students, alumni, donors, and members of the local and global entrepreneurship ecosystem. The Executive Director serves as the right hand to the Managing Director, representing and leading the Center in their absence. They oversee all operational aspects of the Center, managing a complex organization with significant people leadership responsibilities.

The Martin Trust Center is dedicated to advancing knowledge and educating students in innovation-driven entrepreneurship to serve both national and global needs in the 21st century. The Center provides students with proven frameworks, courses, co-curricular programs, state-of-the-art facilities, digital tools, advisory services, and a structured yet customizable experience. In addition to its on-campus responsibilities, the Trust Center embraces its leadership role in the broader field of entrepreneurship education.

As a student service center, the Executive Director must be based in the local area and be available for early mornings, late evenings, and approximately five weekend days per year for events, classes, and programs. Travel may be required (domestically and internationally) for academic programs, approximately 2-3 times per year. The Trust Center operates on a hybrid schedule—80% on-campus in Cambridge and 20% remote. This is a full-time position.

### Principal Duties and Responsibilities (Essential Functions)

#### Leadership, Vision, and Strategy 25%

- Motivate and inspire the team to execute the Center's mission.
- Develop and implement the strategic plan with input from staff and other relevant MIT centers.
- Ensure alignment between the Center's vision, courses, and programs.
- Allocate Entrepreneurs in Residence (EIRs), staff, and financial resources to achieve strategic goals.
- Oversee the budget, including forecasting, reconciliation, analysis, and reporting.

#### People Management 20%

- Lead recruitment, hiring, onboarding, training, ongoing management, and professional development for the Trust Center team (12.5 direct reports, 16.5 total FTEs).

- Manage a matrix organizational structure of cross-functional teams across simultaneous high-visibility projects.
- Oversee a diverse portfolio of annual initiatives including 20+ programs, 50+ events, 4 academic certificates, 25 courses, and 25 teaching faculty.
- Balance resource allocation to ensure sustainable workloads across the team.

#### **Entrepreneurs in Residence (EIR) Oversight 10%**

- Regularly meet with students to advise them on their entrepreneurial journeys and startup ventures.
- Oversee all student advising provided by the Center's team of Entrepreneurs in Residence including full-time and contract employees ensuring the highest quality student experience.

#### **Administration & Operations 10%**

- Ensure operational excellence across finance, marketing, communications, facilities, events, programs, and security.
- Overseeing the development and management of financial plans to ensure sustainability and strategic growth.
- Overseeing marketing and communications strategies to enhance the Center's brand visibility.
- Ensuring facilities management and security measures are in place to provide a safe and effective learning environment.
- Streamlining event planning and execution to maximize engagement and impact.
- Mentoring team to optimize program operations for efficiency and student accessibility.
- Implementing and training team members on best practices in administrative and operational processes to support innovation and effectiveness.

#### **Curriculum and Teaching 10%**

- Potential to teach 2-3 entrepreneurship courses per year as appropriate.
- Define curriculum priorities, identify gaps, and drive continuous improvement.
- Recruit teaching faculty, lecturers, and Entrepreneurs in Residence to teach entrepreneurship courses.
- Ensure course content meets MIT's standards for rigor and excellence and aligns with the Trust Center's frameworks.
- Develop and implement course enhancements based on quantitative and qualitative feedback.
- Teach courses foundational to the Trust Center's entrepreneurship framework, new offerings under development, or courses of strategic importance (e.g., collaborations with other MIT schools).

#### **Product Development 5%**

- Lead the development and commercialization of the Trust Center's digital products, including MIT Orbit, a cutting-edge digital platform that integrates entrepreneurship education with AI-driven insights.
- Oversee the advancement of the MIT Entrepreneurship JetPack Generative AI platform, ensuring it serves as a key tool for student learning and venture development.
- Implement and manage robust database systems to track student progress, providing critical data for long-term longitudinal research and enhancing the Trust Center's capabilities in assessing program impact and student outcomes.

### **Membership Programs 5%**

- Oversee the strategy, design, development, and growth of revenue-generating membership programs.
- Oversee the Trust Center's GLEEN and Corporate Membership programs, nurturing and expanding relationships with corporate members.
- Work with staff on membership renewals, new agreements, and integrating members into the Trust Center ecosystem.

### **Content Development 5%**

- Develop entrepreneurship content, curriculum, and frameworks to support student learning and innovation.

### **External Relations 10%**

- Collaborate with MIT and MIT Sloan stakeholders, including the Sloan Office of External Relations, MIT Alumni Office, and MIT Office of Communications, to expand the donor base.
- Engage with the Trust Center's external advisory board to identify growth opportunities.
- Serve as a key external representative for media engagements, international speaking opportunities, and entrepreneurship-related events to enhance MIT's reputation as a global leader in entrepreneurship education.

**Supervision Received:** Reports to the Martin Trust Ctr Managing Director/Prof of Practice

**Supervision Exercised:** The Executive Director will supervise Martin Trust Ctr administrative staff and EIRs

### **Required Qualifications**

- **Education:** Bachelor's degree.
- **Experience:** Minimum of 7 years in administration or operations experience and/or project/program management required in leadership roles.
- **Skills:**
  - Strong interpersonal skills with excellent judgment, including expertise in negotiation and conflict resolution.
  - Proven management abilities with a demonstrated capacity to collaborate and influence at all levels.
  - Outstanding written, oral, and presentation skills, with the ability to engage and influence senior leaders internally and externally.

### **Preferred Qualifications**

- **Education:** MBA or equivalent experience; an advanced degree is a plus.
- **Entrepreneurship Experience:** 10+ years of experience in entrepreneurial activities such as founding, leading, and scaling companies or entrepreneurial organizations.
- **Higher Education Experience:** Experience in an academic or university setting is highly desirable.

Competencies:

**Contribute**

- **Manages ambiguity and navigates change** while being comfortable and confident working in a fast- paced and changing environment
- **Is self-directed and proactive** while advancing work and achieving results

**Collaborate**

- **Collaborates with others** while respectfully advancing organizational goals and achieving desired outcomes

**Engage**

- **Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches

**Lead**

- **Focuses on impact and outcomes** while working to make a difference and achieve organizational goals
- **Initiates and sustains change** that creates value

**Manage**

- **Supports a culture of experimentation** by creating a safe environment for risk taking

*\*\* 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.*