

MIT Job Description

Job Title: Mgmt 4, Admin & Operations, Acad Reports to: Managing Director	Position Title: Executive Director, MartinTrust Center for MIT Entrepreneurship
	% Effort or Wkly Hrs: 100%
Department: MIT Sloan	

Position Overview:

The Executive Director of the Martin Trust Center for MIT Entrepreneurship will create the academic and programmatic strategy for the Center and ensure the collection of classes and programs offered align with the strategy. In addition, as appropriate the Executive Director will teach entrepreneurship courses, lead programs, and serve as a mentor to student teams. The Executive Director will serve as a liaison and mentor to students working in the Center, meeting with them regularly. Will act as an ambassador of entrepreneurship education and MIT's perspective on it to students, alumni, potential donors, and members of both the local and global entrepreneurship ecosystem. Serves as the Managing Director's right hand, representing and leading the Center in their absence and collaborating with the Director, Administration and Business Management on administrative and operational decisions.

The core mission of the center is to advance knowledge and educate students in innovation-driven entrepreneurship in a manner that will best serve the nation and the world in the 21st century.

The focus of our education is for MIT students to whom we provide proven frameworks, courses, co-curricular programs, state of the art facilities, advisory services and processes to create a rigorous, practical, customized, and integrated experience.

We accept and welcome our leadership role to advance the field at MIT as well as globally.

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

Principal Duties and Responsibilities(Essential Functions):

Entrepreneurship Curriculum, Teaching, and Mentoring: 30%

Define the curriculum priorities of the Center, identify potential overlaps, gaps, and areas of improvement. Will play a key role in recruiting faculty, lecturers, and Entrepreneurs in Residence to teach the entrepreneurship classes. Ensure that needed content connections are made, that teaching is consistent with MIT's standards of rigor and excellence, and are aligned with the Trust Center's frameworks. Evaluate, recommend, and implement changes and enhancements based on both quantitative and qualitative metrics and communicate feedback.

As appropriate and needed, teach classes that are either foundational to our entrepreneurship framework, are new and in need of development, or serve as a key strategic relationship across campus (i.e., co-taught with School of Engineering, School of Science, etc.)

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 academic programs, approximately 2-3 times per year.

Team Engagement: 25%

Engage, motivate, and manage Entrepreneurs in Residence, ensuring these direct reports receive appropriate coaching, career, and development conversations and opportunities. Recruit top talent, retain, develop and manage this talent team to accomplish operational plans. Collaborate with Director, Administration and Business Management on team culture and norms.

Cross-Campus Collaboration and Outreach: 20%

Work cooperatively and collaboratively across MIT and within MIT Sloan to develop the entrepreneurship community at MIT. Act as a leader within the MIT entrepreneurship community to shape the values and direction and serve as an ambassador of MIT to the broader entrepreneurship ecosystem outside of MIT.

Vision and Strategy: 15%

Develops vision, operational plans and strategies including the strategic plan with 360 input from staff and other related centers on campus; helps translate vision and strategy into actionable plan by ensuring relevant programs and courses are offered. In conjunction with Director, Administration and Business Management assigns EIRs, staff, and monetary resources to achieve goals. Accountable for the development, implementation and maintenance of plans, programs, projects, or systems in support of Trust Center strategy. Develops and oversees the budget including monitoring, analyzing, reconciling, forecasting and reporting.

External Relations: 10%

Collaborate with key stakeholders at MIT and MIT Sloan, particularly Sloan Office of External Relations, MIT Alumni Office, and MIT Office of Communications, to grow and develop the Center's donor base. Engage directly with the Center's external advisory board to identify potential growth opportunities. The Executive Director will manage the Corporate Membership Program including but not limited to; developing, nurturing, and growing the relationships with our Corporate Members. Will work with staff members on Membership renewals, new agreements, and incorporating members into the Center's ecosystem.

In addition, the Executive Director will, in coordination with the Managing Director, serve as an external face for media relations, international speaking arrangements, and entrepreneurship related events to raise the profile of MIT and establish it as a thought leader in the field of entrepreneurship education.

Supervision exercised: Directly or indirectly supervise the Entrepreneurs in Residence and Lecturers. Primary responsibility for the execution of the programs of the center in pursuit of the strategy.

Supervision received: Reports directly to the Managing Director of the Martin Trust Center for MIT Entrepreneurship

Qualifications & Skills:

REQUIRED:

- Bachelor's degree
- Minimum 7 years of administration experience required
- Highly developed interpersonal skills and excellent judgement including negotiation and conflict resolution
- Excellent management skills, ability to collaborate and influence leaders and colleagues at all levels of an organization.
- Exceptional written, oral, and presentation skills and the ability to effectively interface with and influence senior leaders internally and externally

PREFERRED:

- An MBA and/or equivalent experience; an advanced degree could be a plus
- 10+ years focused on entrepreneurship activities which could include building, running, and scaling a company (or companies) or another entrepreneurial organization of relevance
- Experience in higher education highly desirable

COMPETENCIES:

Contribute; Collaborate; Engage; Manage; Lead

*** 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.*