Job Description

Executive Director
MIT Office of Engineering Outreach Programs

We are conducting a nationwide search for a dynamic visionary leader of the Office of Engineering Outreach Programs (OEOP) at MIT. The mission of the OEOP is to diversify the science and engineering community by serving students from underrepresented and underserved backgrounds and empowering these students to develop the skills and confidence needed to pursue careers in technical field. Housed in the MIT School of Engineering, OEOP provides students with engaging, hands-on curricula within MIT's fast-paced learning environment. The OEOP runs five STEM-based educational programs that provide rigorous educational opportunities free of charge to approximately 500 highly talented middle and high school students from the Boston area and nationally each year.

The Executive Director (ED) will have overall strategic and operational responsibility for the execution of OEOP’s mission, and will prominently participate in and shape the national dialog on access for students who are underrepresented and underserved in STEM fields. The ED will have primary responsibility for securing and managing an operational budget of $2.5 M from over 100 key funders and 500+ contributors. The ED will oversee the implementation and evaluation of our programs, engage the OEOP’s advisory board, direct our communications strategies, and determine both the short-term and long-term strategic goals and direction of the office.

Principal Duties and Responsibilities (Essential Functions**):

Leadership and Management: Reporting to the Dean of the School of Engineering, and collaborating with the Faculty Director and Manager of Programs, the ED will provide strategic direction and leadership for OEOP. The ED will seek to continuously improve OEOP’s programmatic excellence, including maintaining the highest standards in qualitative and quantitative program evaluation of our impact on the achievements of the students we serve.
**STEM Education Programming:** As a leader in STEM outreach efforts at MIT, the ED is expected to stay engaged with best practices in education, and ensure that work is continuously being assessed through the lens of technical, curriculum and workforce need in relation to content provided to OEOP students. The ED should also evaluate opportunities for new programming that align with OEOP’s mission and promote STEM access and education, plan and implement appropriate opportunities.

Currently the OEOP offers the following programs free of charge to middle and high school students from the Boston area and nationally:

*Minority Introduction to Engineering and Science (MITES) - (1975 – Present)*
A six-week residential summer program that provides 70-80 top high school seniors from across the country with demanding academic experiences to help them build STEM skills and confidence needed to be successful in science and engineering at top universities.

*Engineering Experience at MIT (E2@MIT) (2011 – Present)*
A one-week residential summer program that provides 70-80 top high school seniors from across the country with a hands-on engineering course and other academic experiences that help them build skills and confidence in science and engineering fields.

*MIT Online Science, Technology and Engineering Community (MOSTEC) (2011 – Present)*
A six-month online program and 5-day conference at MIT that provides 100-120 top high school seniors from across the country with online coursework and projects and opportunities to learn more about science and engineering, interact with college faculty and staff, and receive mentorship from students and industry professionals.

*Saturday Engineering Enrichment and Discovery (SEED) Academy - (2002 – Present)*
A seven-semester enrichment and technical career exploration program for 90-100 high school students from Boston, Cambridge and Lawrence, MA focused on strengthening students’ math, science, and communication skills through engineering activities. SEED Academy is currently being redesigned and starting in 2017, the program will be expanded to include 7th and 8th grade students.

*Science, Technology, Engineering and Math (STEM) Program (2004 – 2016)*
Originally a five-week Summer Institute and academic-year Mentoring Program that provides 80-90 middle school students from Boston, Cambridge, and Lawrence, MA with math and science tools, the STEM Program is currently being phased out. However, some aspects of the mentoring program are running in 2016.

The ED will supervise the Manager of Programs, who will lead the implementation of the above programs with a program staff of three program coordinators, two program assistants and 150+ part-time instructional staff and 60+ volunteer mentors.
Diversity and Access: Increasing the diversity of professionals who enter STEM fields is a primary goal of the OEOP. The ED will lead efforts to recruit and support students from many backgrounds, cultures and communities, with a primary focus on students from underrepresented and underserved populations. Providing OEOP students with programs free of charge to students is a critical strategy for broadening the population of students who enter STEM fields. The ED is expected to champion the OEOP efforts to connect our students with the resources of MIT and develop pathways that prepare our students for science and engineering majors in top colleges and universities, such as MIT.

Alumni Engagement and Student Support: The ED will lead the OEOP’s student support efforts, which includes providing students with resources that will help them navigate the college application process, establishing new tutoring and mentorship resources for current students and alumni, and participating in the OEO’s Family Programming Webinar series. The ED will work with the Student Support Consultant to ensure that instructional staff members are trained on student support and mental health topics. The ED will also oversee the development of effective strategies for maintaining relationships with students and alumni after they complete coursework at the OEOP. Working with the Communications and Alumni Coordinator the ED will create alumni engagement strategies, which currently includes sharing jobs and internships from corporate partners and creating volunteer and donation opportunities.

Program Evaluation: The ED will oversee the evaluation and assessment of all aspects of the OEOP’s high profile and successful programs. These responsibilities include implementation of program evaluation plans, data analysis, and recommendations, as well as the preparation of evaluation reports and program fact sheets. The ED will facilitate the revision of program goals, objectives and strategies to enhance programs based on these data. Currently, the Evaluation and Grant Writing Consultant assists the ED with these responsibilities.

Communications and Marketing: The ED will lead communications efforts, including marketing and communications strategies including the website, social media, e-newsletters, video productions, and donor marketing materials and recruitment marketing materials. The ED will develop effective strategies for marketing programs via promotional materials and web-based initiatives. The Communications and Alumni Coordinator and Graphic Design Consultant will assist the ED with these communication strategies. In addition, the ED will serve as spokesperson and representative of the OEOP and its mission to community, professional, university, government, civic, and private agencies.
Community – MIT and Stakeholder Relations: The ED will collaborate with multiple departments, including admissions, legal, human resources, and resource development, as well as work with relevant faculty members to ensure that OEOP programs provide a challenging and safe learning environment for students. In addition, the ED will work with schools nationally to best support applicants and communities. In particular, the ED will serve as the national recruiter for MITES, E2@MIT, and MOSTEC by visiting key cities outside of MA to recruit top students from urban centers, including Chicago, Detroit, and Washington, DC. The ED will represent the OEOP at educational meetings and conferences and champion the development of relationships with key individuals, organizations, and institutions.

Strategic Direction: The ED will lead the OEOP’s strategic direction and facilitate its efforts to focus the scope of programs, streamline operational processes, improve recruitment efforts, increase alumni engagement, and strengthen financial stability. This includes developing, monitoring, and sharing annual action and longer-term strategic plans.

Fundraising and Resources Development: The ED will manage and secure the OEOP’s annual operating budget of approximately $2.5M and implement engagement strategies to increase the support corporations, foundations, federal organizations, and OEOP alumni, and more than 600 individuals. These efforts require a significant amount of close cooperation with MIT development officers. The ED will need to continue to increase the endowment for OEOP programs, secure more long-term funding and increase its support from alumni and other individuals.

Fundraising strategies include building long-term relationships with donors through face-to-face visits, stewardship meetings, presentations, and donor events. The ED will also oversee the submission of written reports and proposals for current and prospective funding agencies. Currently, the Evaluation and Grant Writing Consultant assists the ED with these responsibilities. The ED will also manage and facilitate an engaged advisory board and corporate partners group with representatives from academia, the nonprofit sector, and small to Fortune 500 companies.

Financial Management and Fiscal Responsibility: The ED is responsible for managing the financial processes at the OEOP through the implementation of proper accounting, budgeting, and financial forecasting. The ED will be responsible for overseeing the procurement and other financial activities for OEOP. The ED will provide high level financial reports (i.e. financial modeling, analysis, and budget development) to the Dean’s Office financial staff on an as needed basis. The ED will be responsible for financial compliance with MIT policies and procedures.
Human resource management and team building: The ED will oversee the hiring and training of OEOP staff and consultants; lead the team retreats and weekly staff meetings; as well as complete and administer performance evaluations of direct reports. The ED will also provide direction to senior management in the development of policies and procedures, delegating specific responsibilities and appropriate authority to direct reports.

Technology Infrastructure: The ED is responsible for ensuring the proper use of technology to increase the OEOP’s internal efficiency, which includes securing funding for and championing the use of online application systems for students and staff, file saving systems, sustainable digitizing processes, and a database build out for students, alumni, and funders.

Additional: Perform other related duties as required.

Supervision Received:
The ED will report to the Dean of the School of Engineering. The ED will meet monthly with the faculty director, but will work independently on a day-to-day basis. The ED should also elicit advice from the faculty director on the hiring of new instructors and new programmatic ideas and strategies.

Supervision Exercised:
Direct supervision of the Communications and Alumni Coordinator, Administrative Assistant, Evaluations and Grant Writing Consultant, Student Support Consultant, Graphic Design Consultant, and Manager of Programs.

Qualifications & Skills:
Education: Advanced degree such as MS or MBA required; background in STEM field desired.

Experience: Significant senior-level management experience in a non-profit environment. Minimum of 10 years of related experience in project management, STEM education, and/or fundraising required. Minimum of 5 years’ experience managing a team. Experience in higher education a plus.

Skills and Experience:
• Demonstrated experience in and commitment to diversity, college access, and STEM education.
• Excellence in leadership and management capabilities, with a proven track record of growing nonprofit resources, partnerships, community relations, and fundraising.
• Ability to engage and communicate effectively with a wide range of stakeholders, cultures, and diverse populations, including corporate executives, researchers, academics, a diverse population of families, and policy makers.
• Possess a tremendous initiative and an entrepreneurial spirit.
• Outstanding organizational, written, and oral communication and meeting management skills.
• Persuasive and passionate speaker for events (e.g.: emcee, panel member, keynote speaker, conference speaker, television interviewee/interviewer).
• Demonstrated ability to deal with confidential information and/or issues using discretion and judgment.
• Ability to build productive collaborative relationships.
• Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives and manage a budget.
• Previous success supervising and managing multiple teams required.
• Ability to elicit and leverage creative thinking.
• Must demonstrate ability to multi-task and work effectively in fast-paced, rapidly changing, team-based work environment.
• Ability to synthesize information from various sources; strong ability in areas of critical thinking and data analyses.
• Demonstrated high degree of good judgment, as well as the ability to represent MIT and the OEOP.
• Experience in writing grants and securing funding required.
• Computer proficiency with standard data management software such as Excel, FileMaker Pro, etc. SAP and Concur preferred.
• Ability to travel domestically up to 25%.
• Ability to work evenings and weekends during the academic year and summer.