MIT JOB DESCRIPTION – Alliance Manager

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<th>Job Title: Alliance Manager</th>
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<td><strong>Reports to:</strong> Director, Alliance Management Executive Director, Office of Corporate Relations</td>
<td><strong>% Effort or Wkly Hrs:</strong> 100%</td>
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<td><strong>Department:</strong> OSATT, Office of Strategic Alliances and Technology Transfer</td>
<td><strong>Date:</strong> September 2019</td>
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**Position Overview:**
The Alliance Manager in the Office of Strategic Alliances and Technology Transfer (OSATT) at the Massachusetts Institute of Technology plays a key role in a team-based approach to the faculty-centric development and execution of sponsored research, collaboration, and related agreements. OSATT provides MIT and its faculty with strategic and tactical execution for the conversion of promising external engagements into clear agreements and impactful operation of research, education, and capacity building. Within OSATT, the Alliance Manager is the primary point of contact between MIT and external sponsors for a specific sponsored program, and as such executes key strategic and tactical roles to ensure the continued success of these engagements for current or future MIT engagements and agreements. The Alliance Manager maximizes the value of sponsored research programs, sponsored educational programs, or sponsored capacity building programs by facilitating their formation, participating in their stand up and implementation, and furthering sponsors engagement into new opportunities for further engagement. OSATT reports to the Associate Provost.

**Principal Duties & Responsibilities:**
Reporting to the Director of Alliance Management, the Alliance Manager will be an integral part of OSATT, and will work closely with the OSATT Catalyst Team and Strategic Transactions Team to further faculty driven alliances in sponsored research, education, or capacity-building from non-federal sponsors. The Alliance Manager will work closely with and assist and advise faculty leadership of the alliance. In addition, the Alliance Manager will also work closely with the Program Directors in Corporate Relations, as well as with key stakeholders in other MIT Departments, Labs, and Centers and Offices at the Institute (including Resource Development offices) to ensure that such relationships with external sponsors are collaborative, forward looking, and built on strong, consistent communications from “one MIT.”

The Alliance Manager will:
1. Develop, drive and maintain strong relationships with sponsors of active, negotiated agreements MIT has executed with industrial, international, and not-for-profit sponsors, in the interest of building long-term, multifaceted, institutional engagements at MIT.
2. In partnership with the MIT faculty lead and in conjunction with the Strategic Transactions Team as needed, track and ensure all obligations, legal and otherwise, outlined in agreements are met at the project and/or alliance levels.
3. Proactively identify and solve impediments to successful outcomes.
4. Integrate activities across a complex portfolio of projects to maximize success and reinforce agreed to expectations.
5. Convene, attend, and lead meetings to advance communications, collaborations, and extensions of the sponsored activity.
6. In partnership with the MIT faculty lead, facilitate communication of research progress and project updates to alliance partners.
7. Monitor and discuss progress with the sponsor counterpart (e.g., industry alliance manager of industry-sponsored research program) to ensure ongoing satisfaction at every stage of each project.
8. In collaboration with faculty become familiar with general faculty research needs in order to identify opportunities communicated informally or peripherally to strategic conversations and support efforts to generate new sponsored research agreements under the alliance.
9. Facilitate and promote internal and external communications to establish a sense of teamwork anticipated by the executed agreement.
10. Working with the OSATT Team engage with MIT faculty to identify new research projects through formats including research proposal requests within an alliance program.
11. Conduct special assignments as requested by the Director of Alliance Management or Associate Provost, OSATT.

Supervision Received:
General supervision is provided by the Director of Alliance Management, OSATT, or the Director's designate within OSATT.

Qualifications:

1. Bachelor’s degree required, and a minimum of 7 years of experience working with industry or other non-US government organization or not-for-profit within the U.S. or internationally.
2. MBA, M.S. or Ph.D. in science, engineering, management or another advanced degree preferred.
3. Demonstrated expertise to relate effectively to faculty and manage relationships with senior executives or officials in a large institutional environment in industry or government or not-for-profit research sponsors. Here, specialization in one of these three relationship categories is expected.
4. Proven ability to understand, communicate, and present complex business and technical information in sales, service, or government contexts; proven ability to grasp complex issues and identify solution paths.
5. Experience in business-to-business technical sales, technology transfer, marketing, consulting, or international relations desirable.
6. Direct experience in academic research sponsored programs, including understanding of sponsor interactions related to research or education missions, highly desirable.
7. Fluency with languages and cross-cultural relationship skills highly desirable.
8. A degree from, knowledge of, and experience at MIT considered a plus.