MIT JOB DESCRIPTION - CATALYST POSITION

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<tr>
<th>Job Title: Business Development Officer</th>
<th>Position Title: Catalyst</th>
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<td>Reports to: Director, Catalyst</td>
<td>% Effort or Wkly Hrs: 100%</td>
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<tr>
<td>Director, Technology Licensing Office</td>
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<td>Department: OSATT, Office of Strategic</td>
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<tr>
<td>Alliances and Technology Transfer</td>
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<td>Date: August 2019</td>
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Position Overview:

The Catalyst in the Office of Strategic Alliances and Technology Transfer at the Massachusetts Institute of Technology (MIT OSATT) plays a key role in a team-based approach to 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 to clear agreements and impactful operation of research, education, and capacity building. Within OSATT, the Catalyst Team contributes to faculty-centric research administration support for risk-managed agreements of varied types including industrial, nonprofit, and international sponsors, partners, and collaborators. OSATT reports to the Associate Provost.

Principal Duties & Responsibilities:

Reporting to the Director of the Catalysts, the Catalyst will be an integral part of the Office of Strategic Alliances and Tech Transfer, and will be responsible for facilitating and acting as a resource for faculty who seek to secure agreements for sponsored research, education, or capacity building from non-federal sponsors. The Catalyst identifies and cultivates opportunities for engagement between faculty and potential corporate, nonprofit, international, and other potential research sponsors. Importantly, the Catalyst drives these faculty-initiated or Institute-initiated deals to closure within MIT for research, education, or capacity building agreements and collaborations. The Catalyst will work closely and collaboratively with the OSATT Strategic Transactions Team and Alliance Management Team in support of faculty and Institute needs and priorities as agreements transition from negotiation to launch and execution.

The Catalyst will:

1. Develop and maintain strong relationships with faculty, in the interest of identifying opportunities for their engagement with industry, not-for-profits, and/or international sponsors of research, education, and capacity building.
2. Be a resource for faculty in early interactions with potential research sponsors, including industry, international, and selected not-for-profits/foundations
3. Lead negotiation and closure of industry, international, and selected not-for-profit/foundations sponsored research agreements, with the OSATT Strategic Transactions Team.
4. Cultivate and respond to specific industry inquiries/interest related to sponsoring research at MIT, in close coordination with the MIT Office of Corporate Relations (OCR).
5. Conduct due diligence on potential sponsors, in consultation with OCR.
6. Develop strong relationships and coordinate with TLO, OCR, OGC and TT to successfully support the faculty vision.
7. Become familiar with MIT Research and IP Policies and practices and become familiar with faculty IP portfolios (BIP), in consultation with TLO.
8. Make recommendations for Strategic Industrial Sponsors to the Associate Provost, and bring review as appropriate to the ICC and Associate Provost.
9. Become familiar with faculty research needs and identify potential research partners.
10. Work with faculty to facilitate engagement with the local innovation ecosystem.
11. Conduct special assignments as requested by the Director of Catalysts or Associate Provost, OSATT.

Supervision Received:

General supervision is provided by the Director of Catalysts, OSATT, or the Director’s designate within OSATT.

Qualifications:

1. Bachelor’s degree in science or engineering is required with at least 7 years of relevant experience in resource development or business development in industry, university or nonprofits.
2. Masters or PhD in science or engineering or a related discipline is preferred.
3. Must possess superior communication and negotiation skills with diverse stakeholders.
4. Demonstrable experience in negotiating sponsored research, collaboration and other agreements.
5. Proven ability to grasp complex issues and identify solution paths.
6. Proven ability to work effectively to support a stakeholder (client) in resource or business development aims, and to work closely with research administration and technology transfer professionals.

Additional Qualifications

Applicants should exhibit high level of creativity, energy, integrity, thoughtful judgment and problem solving, decision-making, entrepreneurial thinking and teamwork. Demonstrated maturity and sensitivity to the needs of multiple constituencies in a complex and demanding academic environment. Knowledge of academic research principles and research integrity, and intellectual property policy a plus.